

Llywodraethwyr Ysgol



School Governors

Powys Charter for Local Authority Governors



Introduction

Powys County Council believes that all children and young people in Powys experience high quality education and develop the knowledge, skills and attributes that will enable them to become personally fulfilled, economically productive, socially responsible, and globally engaged citizens. School governors make a valuable contribution to the success of our schools and we recognise and appreciate the time, energy, and commitment that our governors make.

Being a school governor is very rewarding. It is a great way to contribute to your local community, make a difference, improve the life chances of all Powys children and young people, and ensure they have the very best education opportunities.

We have high ambitions for our children and young people. We want to be a place where every family belongs and children thrive. As a local authority governor, we expect you to share this ambition and appreciate that raising achievement is at the heart of your strategic role.

Governing bodies are an integral part of school leadership. We recognise that governors' responsibilities are wide ranging and to this end, we are committed to supporting you with the training, guidance and support you need in order to develop your skills and expertise and make a real and lasting impact on school improvement.

We will keep you up to date on key local and national priorities and good practice through a termly briefing, newsletter and social media updates.

We would like to thank you for the energy and commitment that you bring to your governing body. We hope you embrace the challenges ahead and find the experience rewarding.



Cllr Pete Roberts
Cabinet Member for a Learning Powys



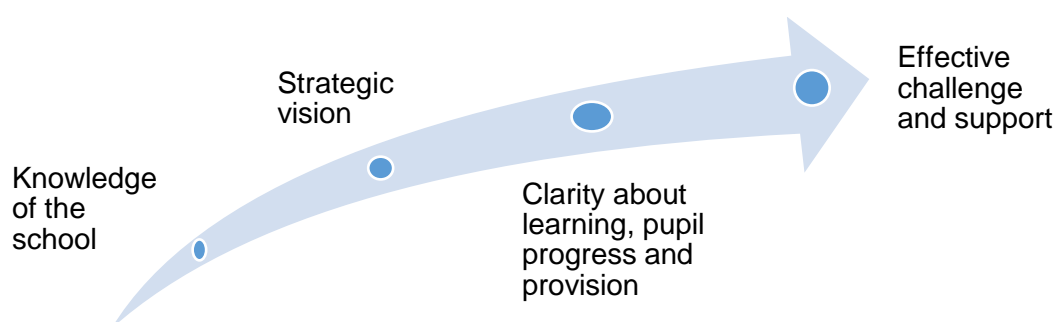
Dr Richard Jones
Director of Education

The Role of Governors in Powys

School governors provide strategic leadership and accountability in school including the appointment of the headteacher and deputy headteacher. No one governor can act on his or her own without the proper authority from the full governing body. Each individual governor is a member of a governing body, which is established in law as a corporate body. Decisions are the joint responsibility of the governing body.

The role of the governing body is a strategic one; its key functions are:

- Set the vision, aims and objectives for the school – as set out in the school development plan
- Set the policies for achieving those visions, aims and objectives
- Set the targets for achieving those visions, aims and objectives
- Monitor and evaluate the progress the school is making towards achievement of its visions, aims and objectives
- Be a source of challenge and support to the headteacher (a critical friend)



Role of the Local Authority Governor

Local authority governors work as part of the governing body team to promote high standards of education achievement for all children and young people.

As a local authority governor, you are a representative of the local authority. You are expected to behave with integrity and to never bring the reputation of the school or the Council into disrepute.

As a Local Authority (LA) governor, you are not expected to represent any one political view. The perspective you bring is about how the school fits into the wider provision of education in Powys and you play a key role in 'linking' the governing body to information about educational developments and Council priorities.

We expect all local authority governors to:

- Attend full governing body and relevant committee meetings, prepare for meetings beforehand (all relevant papers will be sent electrically five days prior to the governing body meeting) so they are well informed and able to play a full and active part in the governing bodies work;
- Get to know the school and visit the school in action;
- Recognise the corporate status of the governing body and the concept of collective responsibility;
- Uphold the seven principles of public life.

How to apply:

All candidates are required to complete an application form highlighting their skills, knowledge and experiences that will ensure that governors lead robustly to challenge and support schools effectively. Candidates will also need to meet the qualifying criteria and person specification. The application form is available online or a hard copy can be requested from the Principal Officer for Governor Support.

Term of office:

The term of office for all governors, including LA governors is four years from the date of commencement. The term of officer for LA governors will commence on the date the appointment is confirmed by the Portfolio Holder for Education.

At the end of the four-year period, all LA governor positions will automatically become vacant and the application process applied.

Local Authority Governor Person Specification

Commitment

Local authority governors must be able to demonstrate a commitment to their ongoing training and development and to getting to know their school well.

A thorough and comprehensive induction is essential if new governors are to understand their role and make an effective contribution to their governing body, and local authority governors who are new to school governance are expected to attend the mandatory Induction and Data training within their first twelve months of appointment. Local Authority governors are also expected to familiarise themselves with the national priorities and school priorities and be willing to keep their knowledge and skills up to date.

Experience

Local authority governors should have expertise or life expertise or life experience which will contribute to the skills set of the governing body including:

- Business or professional expertise
- Experience as a school governor, trustee or other voluntary role
- Experience of working with children, young people or families.

Skills and Attributes

Local authority governors will be able to demonstrate the following:

- A passion and commitment to school improvement and raising standards to enable every child and young person to achieve their potential
- Commitment to working as part of a team
- An enquiring mind with the ability to support and appropriately challenge the headteacher and school leadership team
- Commitment to fulfilling the role of local authority governor e.g. attending meetings, reading paperwork and visiting the school.

Values and Behaviours

Local Authority governors must agree to:

- Working as part of a team, expressing their views openly, courteously and respectfully
- Respecting confidentiality and the need to act with caution including using social networking sites responsibly
- Record any business interests in connection with the governing bodies business and declare any conflict of interest
- Uphold the Seven Principles of Public Life
- Uphold the Council's values of professional, positive, progressive, open and collaborative

Local authority governors are expected to sign the Code of Conduct for their governing body on an annual basis

The Seven Principles of Public Life

The following seven principles were originally published by the Nolan Committee which commissioned in 1994 to consider standards of conduct in various areas of public life which includes school governance.

Selflessness

Holders of the public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Holder of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holder of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holder of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Rydyn ni am i'n diwylliant / amgylchedd gwaith i fod fel a ganlyn:

We want our culture/working environment to be:



Proffesiynol

Beth bynnag yw ein gwaith o fewn y cyngor, byddwn yn broffesiynol ac yn onest



Professional

Whatever role we play in the council, we act with professionalism and integrity



Positif

Byddwn yn bositif ym mhopeth a wnawn



Positive

We take a positive attitude in all we do



Blaengar

Byddwn yn rhagweithiol ac yn gyfrifol wrth gynllunio at y dyfodol



Progressive

We take a proactive and responsible approach to planning for the future



Agored

Byddwn yn rhannu newyddion a gwybodaeth a gweithredu'n onest ac yn ddidwyll



Open

We keep each other informed, share knowledge and act with honesty and integrity



Cydweithio

Byddwn yn hapus i gydweithio'n adeiladol ar fentrau ar y cyd



Collaborative

We work constructively and willingly on joint initiatives



Local Authority Criteria

Local Authority Governor Qualifying Criteria

All potential local authority applicants should meet the following criteria:

- Have good communication and interpersonal skills
- Have the ability and willingness to work as a team member and be able to accept the collective responsibilities of the governing body
- Uphold the councils' values of professional, positive, progressive, open and collaborative
- Understand and respect the principles of confidentiality
- Have expertise or life experiences which will complement to the skills of the governing body e.g. business/professional expertise or experience as a school governor or other voluntary role
- A passion for school improvement and raising standards to enable every child to achieve their potential

You should be prepared to commit to the following:

- Attend all full governing body and appropriate committee meetings each term
- Participate in a planned calendar of self-evaluation and monitoring activities including on occasions during the school day
- Attend the mandatory Induction and Data training within 12 months of appointment
- Undertake a skills audit at least annually and attend additional training as deemed appropriate
- Be prepared to work with other governors to increase knowledge and understanding of the role of the governing body in securing school improvement
- Undertake an enhanced DBS
- Be committed to raising the aspirations and achievements of the pupils in your school
- Recognise that the purpose of the governing body is to help the school provide the best possible education for its pupils
- Be willing to act at all times in accordance with the principles laid down by the Committee on Standards in Public Life (the Nolan Committee) e.g. selflessness integrity, objectivity, accountability, openness, honesty and leadership
- Be committed to the promotion of equal opportunities for all members of the school community

Local Authority Governor Disqualification Criteria

To qualify to become a school governor you must comply with Schedule 5 of The Government of Maintained Schools (Wales) Regulation 2005 outlines below -

SCHEDULE 5

Qualifications and disqualifications

General

1. No person is qualified to be a governor unless he or she is aged 18 or over at the date of his or her election or appointment.
2. No person may at any time hold the office of more than one governor of the same school.
3. Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify him or her from election or appointment or from continuing as a governor of any other category at that school.

Mental disorder

4. A person is disqualified from holding or for continuing to hold office as a governor of a school at any time when he or she is liable to be detained under the Mental Health Act 1983(1) or under any re-enactment or statutory modification of that Act in force from time to time.

Failure to attend meetings

- 5.— (1) This paragraph applies to any governor who is not a governor by virtue of his or her office.
- (2) A governor, who, without the consent of the governing body, has failed to attend the meetings thereof for a continuous period of six months beginning with the date of the first such meeting he or she failed to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.
- (3) Where a governor has sent an apology to the clerk to the governing body before a meeting which he or she does not propose to attend, the minutes of the meeting must record the governing body's consent or otherwise to the absence and a copy of the minutes must be sent to the governor concerned at his or her normal place of residence.
- (4) A governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a governor of any category at that school during the twelve months immediately following his or her disqualification under sub-paragraph (2).

Bankruptcy

6. A person is disqualified from holding or continuing to hold office as a governor of a school if—
 - (a) he or she has been adjudged bankrupt or sequestration of his or her estate has been awarded and (in either case) he or she has not been discharged and the bankruptcy order has not been annulled or rescinded; or
 - (b) he or she has made a composition or arrangement with, or granted a trust deed for, his or her creditors and has not been discharged in respect of it.

Disqualification of company directors

7. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when he or she is subject to—
- (a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(2),
 - (b) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989(3),
 - (c) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002(4), or
 - (d) an order made under section 429(2)(b) of the Insolvency Act 1986(5) (*failure to pay under county court administration order*).

Disqualification of charity trustees

8. A person is disqualified from holding or from continuing to hold office as a governor of a school if—
- (a) he or she has been removed from the office of trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he or she was responsible or to which he or she was privy, or to which he or she contributed or which he or she facilitated by his or her conduct; or
 - (b) he or she has been removed, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990(6) (*powers of Court of Session to deal with management of charities*), from being concerned in the management or control of any body.

Persons whose employment is prohibited or restricted

9. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when he or she is—
- (a) included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999(7);
 - (b) subject to a direction of the National Assembly for Wales or the Secretary of State under section 142 of the 2002 Act;
 - (c) disqualified from working with children under sections 28 and 29 of the Criminal Justice and Court Services Act 2000(8); or
 - (d) by virtue of an order made under section 470 or section 471 of the 1996 Act(9), disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school.

Criminal convictions

- 10.—(1) Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to him or her.
- (2) This sub-paragraph applies to a person if—
- (a) within the period of five years ending with the date immediately preceding the date on which his or her appointment or election as governor would otherwise have taken effect or, as the case may be, on which he or she would otherwise have become a governor by virtue of his or her office, or
 - (b) since his or her appointment or election as governor or, as the case may be, since he or she became a governor by virtue of his or her office, he or she has been convicted, whether in the United Kingdom or elsewhere, of any offence and has had passed on him or her a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.

- (3) This sub-paragraph applies to a person if within the period of 20 years ending with the date immediately preceding the date on which his or her appointment or election as governor would otherwise have taken effect or, as the case may be, on which he or she would otherwise have become a governor by virtue of his or her office, he or she has been convicted as aforesaid of any offence and has had passed on him or her a sentence of imprisonment for a period of not less than two and a half years.
- (4) This sub-paragraph applies to a person if he or she has at any time been convicted as aforesaid of any offence and he or she has had passed on him or her a sentence of imprisonment for a period of not less than five years.
- (5) For the purposes of sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdom must be disregarded.
- (6) This sub-paragraph applies to a person if—
 - (a) within the period of five years ending with the date immediately preceding the date on which his or her appointment or election as governor would otherwise have taken effect or, as the case may be, on which he or she would otherwise have become a governor by virtue of his or her office, or
 - (b) since his or her appointment or election as governor or, as the case may be, since he or she became a governor by virtue of his or her office, he or she has been convicted under section 547 of the 1996 Act(**10**) or under section 85A of the Further and Higher Education Act 1992(**11**) (*nuisance and disturbance on educational premises*) of an offence and has been sentenced to a fine.

Governors of more than two schools

- 11.—**(1) No person may at any time hold office as governor in more than two schools.
- (2) For the purposes of sub-paragraph (1) no account is to be taken of *ex-officio* governorships, governorships to which the New Maintained Schools (Wales) Regulations 2005(**12**) apply or any appointment under sections 16, 16A, 18 or 18A of the 1998 Act

Refusal to make an application for a criminal records certificate

- 12.** A person is disqualified from holding or continuing to hold office as a governor at any time when he or she refuses a request by the governing body to make an application under section 113 of the Police Act 1997(**13**) for a criminal records certificate.

Notification to clerk

- 13.** Where—
- (a) by virtue of any paragraphs 6 to 11 a person is disqualified from holding, or for continuing to hold, office as a governor of a school; and
 - (b) he or she is, or is proposed to become, a governor, he or she must give notice of that fact to the clerk to the governing body.