

Governor

The Governors of Westbrook Hay Prep School work collectively as a team. Together they are responsible for ensuring the delivery of the best possible educational, pastoral and support service. They are accountable for ensuring that the overall structure is fit for purpose and consistent with the school's charitable objects. The Governors delegate the management of the school to the Head and Bursar who in turn are supported by members of the Executive Group (EG).

Westbrook Hay Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Governor role specification

Responsibilities include:

Constitutional Responsibilities

- In accordance with statutory and regulatory provisions and fulfilling all the obligations of the School's governing instrument, the Articles of Association.

Senior School Staff

- Appointment and appraisal of the Head and Bursar, and overview of the appointment process for other senior staff

Financial Management

- Management, safeguarding and use of the School's resources and assets to their maximum potential, including approval of and monitoring against an annual budget;
- Ensuring appropriate and effective internal financial controls are in place;
- Reviewing long-term financial projections;
- Review and approval of the School's Risk Register, and management of risks identified therein;
- Compliance with financial, company and charity regulations and best practice.

Development

- Development planning;
- Establishing the framework and objectives for the future;
- Review of performance in the light of development plan objectives.

Health and Safety Procedures and Policies

- The Governors are ultimately responsible for the Health and Safety (H&S) of those using the school site and must approve the H&S Policies and procedures on a regular basis.

Interface with Parents

- Governors are expected to undertake a relationship management and ambassadorial role within the school community.

Curriculum and compliance oversight

- Including monitoring compliance with ISI, EYFS and other educational regulatory standards.

Public Benefit

- Complying with charity law and meeting the public benefit requirement.

Pastoral Oversight – Safeguarding (Child Protection)

All Governors need in-depth knowledge and understanding of:

- Arrangements for safeguarding and promoting the welfare of children;
- Safeguarding policies, procedures and training;
- Complaints procedures;
- Anti-bullying policies.

Governor Sub-Committees

It is anticipated that all Governors will sit on at least one of the following Sub-Committees:

- Finance and General Purposes (F&GP)
- Education
- Human Resources
- Governance & Nominations

Governor person specification

All Governors are expected to:

- Show commitment to and be supportive of the objects, ethos and values of the school;
- Show commitment to the principles and requirements of the school's role in safeguarding and promoting the welfare of children and young people;
- Understand and discharge legal and regulatory duties and obligations;
- Understand and respect boundaries and particularly that between the executive management and the governance functions;
- Have time to fulfil the duties of the role - prepared to prioritise his or her contribution and to take a fair share of the work load;
- Understand the purpose and importance of meetings and be committed to timely attendance and well as effective preparation and participation;
- Show a commitment to undertaking induction and all mandatory training as well as keeping up to date generally with the duties of the role and own development;
- Show a commitment to attend and participate in key school events;
- Confirm eligibility to serve as a Trustee of a Registered Charity and as Governor of a School.

A successful applicant will be one who:

- Can bring relevant skills and experience to complement those of the current Board;
- Builds effective working relationships and shows respect and consideration for the viewpoint or position of others;
- Works well in a team whether in a lead or supporting role at any time and is willing to express their own opinion, whilst being respectful about the opinions of others in discussion and in writing;
- Challenges constructively when appropriate, but be prepared to stand by collective decisions once taken;
- Shows energy, drive, courage and resilience;
- Acts reasonably and responsibly in undertaking duties and maintains strict confidentiality when appropriate.

The Board will then receive recommendations and make decisions to offer appointments, which will be ratified at their next Board meeting (although successful candidates should be notified before then).