

## Governor Role Description

---

**Maltby Learning Trust values the experience and skills of its Governors. It recognises the contribution that Governors make to the success of the Trust, and wants its Governors to feel that the job they do is rewarding and satisfying.**

### Duties of a Governor

The role of the Governor is a non-executive one, and Governors are required to be as flexible as possible in the performance of their responsibilities and duties, ensuring that their oversight of the Academy/Trust does not interfere with the day-to-day management, which is the responsibility of the Executive Leadership Group.

The primary responsibilities of Governors are to:

- play an active role in the high level strategic planning process of the Trust/Academy by contributing to:
  - the development of the mission, vision and educational character;
  - the development of strategic priorities;
  - the setting of measurable targets to support the development and budget;
  - the monitoring of achievement against objectives;
  - the development of plans to address weaknesses;
- comply with the Articles of Association, Financial Handbook, Governors' Code of Conduct and any other related governance policies and procedures;
- contribute to the business of the Governing Body in an effective, efficient, open and transparent manner;
- attend Governing Body meetings, governor training and induction events as required;
- get to know the Academy/Trust through discussions with the Executive Leadership Group, Chair of Trust/Governing Body and staff, reading relevant papers, visiting the Academies and participating in events;
- help new Governors understand their role;
- act in the best interests of the Trust at all times.

Governors have a collective responsibility for the above but no Governor has the authority to speak or act on the Governing Body's behalf unless specifically delegated to do so.

Governors must be free at all times to speak and act in what they believe to be the best interest of the Trust. They cannot be mandated by any group to express its views.

## Governors' Person Specification

In seeking to fill any vacancy, the Governing Body endeavours to maintain a balance of skills and experience amongst its membership. The following general person specification outlines the skills that are required. Certain categories of Governors, e.g. a business member, may require additional skills.

| Key Skills   |   |
|--|---|
| Commitment to education  | Able to demonstrate a commitment to lifelong learning and the role Maltby Learning Trust play in improving the nation's skill base.   |
|  |   |
| Interpersonal skills and the ability to work as part of a team | Able to work positively with others and debate whilst maintaining a constructive atmosphere.  |
|  |   |
| Communication skills and the ability to influence              | Able to express ideas/plans in a clear manner and to listen actively to other views. Able to communicate effectively.   |
|  |   |
| Planning and Organisational skills                             | Able to quickly establish an effective course of action for self and others to achieve goals that can be monitored by realistic performance targets. To be visionary for the future plans of the Trust. |
|  |   |
| Determination and Drive  | Able to create the required energy/enthusiasm and commitment necessary to be effective. To have the tenacity to overcome obstacles.   |
|  |   |
| Strategic Perspective  | Able to develop a broad-based view of issues and events and to perceive their long-term impact.   |
|  |   |
| Intellectual and technical ability                             | Able to absorb sometimes complex information and to rationalise appropriately. Able to think laterally and arrive at a pragmatic solution.  |
|  |   |
| Leadership   | Able to demonstrate behaviour and skills that motivate others to achieve - to inspire confidence in others to achieve. To respect the views of others.  |
|  |   |

|   |  |
|---|--|
| Experience                              | <ul style="list-style-type: none"> <li>• Expertise in a field which is of relevance to the oversight of the affairs of the Trust. (Some vacancies may require specific qualifications or a particular skill or experience.)</li> <li>• Ability to demonstrate a full understanding and appreciation of the principles of governance, including collective responsibility, discharge of fiduciary duties and the seven principles of public life*.</li> </ul> |
|   |  |
| Circumstances                           | Available to attend scheduled meetings of the Governing Body and its Committees.   |
|   |  |
| Equal Opportunities/Investors in People | Commitment to equal opportunities and to the Investors in People standard.   |

## SEVEN PRINCIPLES OF PUBLIC LIFE

Public concern about the financial probity of members of Parliament and other holders of public office led to the establishment in 1994 of the Committee on Standards in Public Life (chaired by Lord Nolan and later Lord Neil). The Committee drew up seven principles of public life as a yardstick against which public service may be measured. These are:

|                |   |
|----------------|---|
| Selflessness   | Holders of public office should take decisions solely in terms of the interest of the public. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.            |
|                |   |
| Integrity      | Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.                           |
|                |   |
| Objectivity    | In carrying out public business, including making public appointments, awarding contracts, and recommending individuals for rewards and benefits, holders of public office should make choices on merit alone.                        |
|                |   |
| 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       | Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this. |
|                |   |
| Honesty        | Holders of public office have a duty to declare any private interest relating to their public office 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.   |

## **THE NEXT STEP**

If you wish to express an interest in becoming a Governor within Maltby Redwood Academy you should send the expression form to:

Jan Maxted

Principal

Maltby Redwood Academy

Redwood Drive

Maltby

Rotherham

S66 8DL

E-mail: [jmaxted@maltbyacademy.org](mailto:jmaxted@maltbyacademy.org)

If you wish further information or clarification please contact the Jan Maxted on 01709 812848