



Ortu Governance Job Descriptions 2021-2022

Reviewed: May 2021
Next Review: September 2022



Role Title: Governor of Local Governor's Advisory Board

Salary: This is a voluntary role

Terms and Conditions of Service

Appointment Status: A fixed term appointment for four years from the date of appointment renewable up to 11 years.

Hours: This will vary with the cycle of the school year but is anticipated to equate to approximately one day per half term, including both school time and evening engagements (subject to agreement in advance). These hours will likely be split in to a number of activities across the period.

General Principles

- To assist in improving the academic outcomes of all students. To provide high quality Governance for all staff and students.
- To carry out the functions of a Local Advisory Governor at any Ortu Federation school in accordance with the stated aims of the trust.
- To support the Trust aims and whole school decisions and objectives.
- To undertake professional duties commensurate with their post, as delegated by the Headteacher / Principal / CEO.
- To be committed to safeguarding and promoting the welfare of our young people.
- To undertake training and keep abreast of national legislation, regulations and guidance.

Role Summary

The Local Governing Advisory Board has 3 key roles:

1. To contribute set the strategic direction of the school
2. To hold the Headteacher / Principal / CEO to account for the educational performance and community liaison
3. To oversee the financial effectiveness of the school, making sure the money is well spent

A Local Governor Advisory Board aim is to work towards a vision that the children at the school will get the best possible education, that they will be happy and safe and enjoy their time at school. They will support the CEO, the head teacher and the dedicated team of staff, but also will challenge rigorously where necessary to ensure that we deliver our objectives.

Core Functions

As a member of the Local Governing Advisory Board each individual will share responsibility as part of the team to ensure that the school exercises its functions effectively, efficiently and with good governance in accordance with the terms of the constitution as agreed by its members and the DFE. The member will bring their unique perspective, informed by their expertise and experience. This will support decisions made by the Governing Advisory Board and will help ensure that:

- The interests of all stakeholders and the community remain at the heart of discussions and decisions
- The Local Governing Advisory Board and the wider School Leadership acts in the best interests of the pupils at all times
- That the school delivers the highest quality education and best possible outcomes for all their pupils within their resource and budget allocation
- Good governance remains central at all times and in-line with the Governance Handbook and any future amendments.

Principal Duties and Responsibilities:

- The Local Governing Advisory Board has to comply with regulations set out by the Department of Education and is required to appoint a Chair and Vice Chair.
- The Local Governing Advisory Board is required to meet at least 3 times a year at 'full Governor's meetings' which generally take place near the beginning of each new term.
- As well as attending a termly Full Local Governor's Advisory meeting it is expected that individual Local Advisory Governors will actively participate in the work of at least one committee and an additional area of responsibility to contribute to the fair distribution of the work undertaken by the

Local Governing Board. These responsibilities will be agreed and assigned on an annual basis and expect to have half termly commitments in time and execution, which is likely to be both during school time and some time out of school time.

- The responsibilities of the Local Governing Advisory Board include setting targets for pupil achievement, making sure that the curriculum is balanced and broadly based.
- In addition to the broad role of the Local Governing Advisory Board and its appointed committees we are working with the school to support in specific areas to enhance the delivery of the school improvement plan. Link Advisory Governors work with a school appointed champion to understand and support the development of the school and act as a conduit to the wider world to enhance the delivery of the whole school experience for the children of the school.
- The school aims to maintain the goodwill and confidence of its staff, pupils and wider stakeholder community. To assist in achieving this objective it is essential at all times for Local Advisory Governors to carry out their duties in a courteous and sympathetic manner.
- Every Local Advisory Governor is expected to establish and maintain positive interpersonal relationships with other members. Positive relationships are characterised by trust, open communication and respect.
- Local Advisory Governors are expected to attend and participate in collective and individual training and development opportunities, including off site training and online e-learning.
- Local Advisory Governors must not disclose, either during or after the termination of your appointment, any information of a confidential nature relating to the organisation, its staff, its pupils or any third party, which may have been obtained in the course of the appointment. Such information must be handled securely at all times, including home and remote working.

Specific

- The post holder must be aware of and comply with all policies and procedures relevant to their work area. All duties and responsibilities must be undertaken, at all times, in compliance with the Trust and School's HR Policies and Procedures.
- All staff must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for pupils, employees and visitors.
- The duties of this post are subject to review and changes may be made to this role description and person specification as appropriate in response to organisational changes, service changes and guidance and instructions received from other organisations such as the, Local Authority or the Department for Education.
- This role description is not exhaustive and may include other responsibilities which are appropriate to the post. As a minimum the role description will be reviewed annually as part of the annual appraisal process.
- We aim to ensure that nobody receives less favourable treatment on the grounds of sex, marital status, disability, religion, creed, colour, race, nationality, ethnic origins or social background, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable.
- The organisation takes its responsibility to safeguard and protect the welfare of children and adults very seriously. The Post Holder in conjunction with the Designated Person will identify the relevant competencies necessary for this role and ensure they are competent to undertake any appropriate duties or requirements to safeguard children and adults.
- The post holder must be familiar with and comply with the Code of Conduct and the Nolan principles.

As a Local Advisory Governor you may be required to work in any of the Trusts Locations or within other schools the Trust may be supporting.

Date for review: At annual Appraisal review of Local Advisory Governor, with the Local Governor Advisory Board Chair and the CEO.

I confirm that I have read, understood, and accept, the above job description.

SignedDate

Name in Full

Reviewed: May 2021

Next Review: September 2022

Job Description

Date: May 2021

Role Title: Vice Chair of Governors of Local Governing Advisory Board

Salary: This is a voluntary role

Terms and Conditions of Service

Appointment Status: A fixed term appointment for four years from the date of appointment renewable up to a maximum of 11 year.

Hours: This will vary with the cycle of the school year but is anticipated to equate to approximately one day per half term, including both school time and evening engagements (subject to agreement in advance). These hours will likely be split in to a number of activities across the period.

General Principles

- To assist in improving the academic outcomes of all students. To provide high quality Governance for all staff and students.
- To carry out the functions of Vice Chair to LGAB (Local Governing Advisory Board) at any Ortu Federation school in accordance with the stated aims.
- To support the Trust aims and whole school decisions.
- To undertake professional duties commensurate with their post, as delegated by the Headteacher / Principal / CEO.
- To be committed to safeguarding and promoting the welfare of our young people.
- To liaise with the Trust to maximise the sustainability of the School in partnership with the CEO.

Role and responsibilities in addition to those listed for all Local Governors

General

- To deputise in the absence of the Chair of the LGAB.
- To help ensure the effective organisation of the LGAB.
- Maintain a focus on the predominantly strategic role of the LGAB and establish a clear understanding of the different roles of governors and staff in the school.
- To help ensure that all Local Advisory Governors are clear about their roles through a clear description of their key tasks.
- Encourage and develop the LGAB's role as critical friend.
- To assist the Chair in building a team by recognising and using people's strengths: delegate effectively, clarify objectives and use the whole LGAB.
- To coordinate the training and development of the Local Governing Advisory Board team.

Meetings

- Work closely with the Chair, Headteacher / Principal / CEO and Clerk to plan effective LGAB meetings, ensuring relevant and realistic agendas.
- To assist the Chair in planning the year's cycle of meetings and a timetable for action and reports.
- Chair (when Chair is unavailable) LGAB meetings effectively and efficiently: ensure meetings start and end on time, that agenda items are properly introduced, and that people are encouraged to contribute.
- To assist in ensuring all decisions taken at meetings are understood and minuted and that the necessary action is taken.
- To assist and ensure, supported by the Clerk, that the LGAB's meetings and affairs are conducted in accordance with the law and regulations.
- To assist in ensuring, with the Clerk, that Local Advisory Governors receive relevant information and materials well in advance of meetings.
- To assist the Chair to emphasise that all Local Advisory Governors must accept collective responsibility for decisions taken at LGAB's meetings.
- Assist the Chair to use committees and smaller groups to meet statutory requirements, develop new ideas and agree plans of action.

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Other

- Assist the Chair to encourage commitment, loyalty and high standards of behaviour by Local Governors Advisory Board through personal example and the development of clear, written expectations in a Code of Conduct and the Nolan Principle.
- Assist the Chair to take the lead in managing the LGAB's accountability to parents.
- Act on behalf of the LGAB in emergencies (when the Chair is unavailable) and report any urgent action taken on behalf of the LGAB, ensuring it is fully explained and supported.
- Assist the Chair to co-ordinate the LGAB's response to new legislation and emerging priorities.

Planning

- Assist the Chair to work with the LGAB to provide strategic direction: implement, plan and monitor progress, Co-ordinate the formulation of an annual LGAB development plan in sympathy with the school development plan and the Children's Services Authority's education development plan, and ensure that all governors have an opportunity to contribute to school development and target setting.
- Assist the Chair to work with the Headteacher / Principal / CEO and Local Advisory Governors on effective school policies.
- Take the lead in co-ordinating the work of the LGAB in relation to Ofsted inspection, when the Chair is unavailable.
- Assist the Chair to ensure that the processes of governor recruitment, induction and development are effective.

Supporting

- Be seen regularly in the school and attend school functions.
- Coordinate link advisory Governors' visits into school.
- Develop and maintain effective teamwork by the LGAB.
- Be accessible to governors, staff and parents and keep in touch with Local Advisory Governors between meetings.
- Develop working relationships with all Local Advisory Governors, including particularly the Vice Chair and chairs of committees, and ensure that individual Local Advisory Governors' strengths are known and used and their efforts recognised.
- Ensure that the efforts of staff are recognised by the LGAB.
- Develop an honest, open and supportive partnership with the Headteacher / Principal / CEO, making time to listen to concerns and give constructive advice.
- Develop working relationships with other key partners.
- Work in close partnership with the Chair, Clerk to manage the work of the LGAB effectively.
- Assist the Chair to create opportunities for informal gatherings of Local Advisory Governors and staff.
- Discourage cabals and caucuses in the LGAB.
- Be ready to admit failure and accept more than a fair share of blame.
- Be ready to take on the jobs no-one else will do.

As the Vice Chair of the LGAB you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

Date for review: At annual Appraisal review of Vice Chair of the LGAB

I confirm that I have read, understood, and accept, the above job description.

SignedDate

Name in Full

Job Description

Date: May 2021

Role Title: Chair of Governors of Local Governing Advisory Board

Salary: This is a voluntary role

Terms and Conditions of Service

Appointment Status: A fixed term appointment for four years from the date of appointment renewable up to a maximum of 11 years.

Hours: This will vary with the cycle of the school year but is anticipated to equate to approximately one day per half term, including both school time and evening engagements (subject to agreement in advance). These hours will likely be split in to a number of activities across the period.

General Principles

- To assist in improving the academic outcomes of all students. To provide high quality Governance for all staff and students.
- To carry out the functions of the Chair of the LGAB (Local Governing Advisory Board) at any Ortu Federation school in accordance with the stated aims.
- To support the Trust aims and whole school decisions.
- To undertake professional duties commensurate with their post, as delegated by the Headteacher / Principal / CEO.
- To be committed to safeguarding and promoting the welfare of our young people.
- To liaise with the Trust to maximise the sustainability of the school in partnership with the CEO.

Role and responsibilities in addition to those listed for all Local Governors

General

- Ensure the effective organisation of the LGAB.
- Maintain a focus on the predominantly strategic role of the LGAB and establish a clear understanding of the different roles of governors and staff in the school.
- Ensure that all Local Advisory Governors are clear about their roles through a clear description of their key tasks.
- Encourage and develop the LGAB's role as critical friend.
- Build a team by recognising and using people's strengths: delegate effectively, clarify objectives and use the whole LGAB.
- To coordinate the training and development of the Local Governing Advisory Board team.

Meetings

- Work closely with the Headteacher / Principal / CEO and Clerk to plan effective LGAB meetings, ensuring relevant and realistic agendas.
- Plan the year's cycle of meetings and a timetable for action and reports.
- Chair LGAB meetings effectively and efficiently: ensure meetings start and end on time, that agenda items are properly introduced, and that people are encouraged to contribute.
- Ensure all decisions taken at meetings are understood and minuted and that the necessary action is taken.
- Ensure, supported by the Clerk, that the LGAB's meetings and affairs are conducted in accordance with the law and regulations.
- Ensure, with the Clerk, that Local Advisory Governors receive relevant information and materials well in advance of meetings.
- Emphasise that all Local Advisory Governors must accept collective responsibility for decisions taken at LGAB's meetings.
- Use committees and smaller groups to meet statutory/regulatory requirements, develop new ideas and agree plans of action.

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Other

- Encourage commitment, loyalty and high standards of behaviour by Local Governors through personal example and the development of clear, written expectations in a Code of Conduct and the Nolan Principles.
- Take the lead in managing the LGAB’s accountability to parents.
- Act on behalf of the LGAB in emergencies and report any urgent action taken on behalf of the LGAB, ensuring it is fully explained and supported.
- Co-ordinate the LGAB’s response to new legislation and emerging priorities.

Planning

- Work with the LGAB to provide strategic direction: implement, plan and monitor progress, Co-ordinate the formulation of an annual LGAB development plan in sympathy with the school development plan and the Children’s Services Authority’s education development plan, and ensure that all governors have an opportunity to contribute to school development and target setting.
- Work with the Headteacher / Principal / CEO and Local Governors on effective school policies.
- Take the lead in co-ordinating the work of the LGAB in relation to Ofsted inspection.
- Ensure that the processes of governor recruitment, induction and development are effective.

Supporting

- Be seen regularly in the school and attend school functions.
- Coordinate link advisory governors visits into school.
- Develop and maintain effective teamwork by the LGAB.
- Be accessible to governors, staff and parents and keep in touch with Local Advisory Governors between meetings.
- Develop working relationships with all Local Advisory Governors, including particularly the Vice Chair and Chairs of committees, and ensure that individual Local Advisory Governors’ strengths are known and used and their efforts recognised.
- Ensure that the efforts of staff are recognised by the LGAB.
- Develop an honest, open and supportive partnership with the Headteacher / Principal / CEO, making time to listen to concerns and give constructive advice.
- Develop working relationships with other key partners.
- Work in close partnership with the Clerk to manage the work of the LGAB effectively.
- Create opportunities for informal gatherings of Local Advisory Governors and staff.
- Discourage cabals and caucuses in the LGAB.
- Be ready to admit failure and accept more than a fair share of blame.
- Be ready to take on the jobs no-one else will do.

As the Chair of the LGAB you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

Date for review: At annual Appraisal review of Chair of the LGAB.

I confirm that I have read, understood, and accept, the above job description.

SignedDate

Name in Full

Job Description

Date: May 2021

Role Title: Trustee of the Ortu Federation Company

Salary: This is a voluntary role

Terms and Conditions of Service

Appointment Status: A fixed term appointment for four years from the date of appointment renewable up to a maximum of 11 years.

Hours: This will vary with the cycle of the school year but is anticipated to equate to approximately one day per half term, including both school time and evening engagements (subject to agreement in advance). These hours will likely be split in to a number of activities across the period.

Our Vision:

To create a world class learning community in which all feel challenged and valued, where performance is improved and potential achieved, where success is celebrated and where there is a healthy respect for the environment.

Overall Purpose

The Ortu Federation Board is responsible for ensuring high standards of achievement for all children and young people in ORTU Federation Schools by:

- Setting a school's vision, ethos and strategic direction in line with the overall ORTU vision, ethos and strategic priorities.
- Holding the School Headteacher (HT)/CEO to account for the educational performance of the school and its pupils.
- Ensuring an awareness of the school's budget and financial performance in order to make certain that the School is managed in the most cost effective manner.
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Who are the trustees?

Ortu Federation trustees are both charity trustees and company directors. This Job description refers to them as trustees. However, in some academy trusts, such as church academies, those on the board are known instead as 'directors'. In church academies, the term 'trustees' is reserved for those on the board of the separate trust owning the land.

What should trustees focus on?

1.11 The trustees should focus on three core functions:

- ensuring clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- overseeing and ensuring effective financial performance.

1.12 The trustees **must** apply the highest standards of conduct and ensure robust governance, as these are critical for effective financial management. They should follow the Governance Handbook, which describes the following features of effective governance and will aid compliance with the Academies Financial Handbook:

As a Trustee of the Ortu Federation Company you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

- **strategic leadership** that sets and champions vision, ethos and strategy
- **accountability** that drives up educational standards and financial performance

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- **people** with the right skills, experience, qualities and capacity
 - **structures** that reinforce clearly defined roles and responsibilities
 - **compliance** with statutory and contractual requirements
 - **evaluation** of governance to monitor and improve its quality and impact
- Do trustees have statutory duties?**

1.13 Yes. They **must** comply with the trust's charitable objects, with company and charity law, and with their contractual obligations under the funding agreement. Company directors' duties are described in sections 170 to 181 of the Companies Act 2006, but in summary are to:

- act within their powers
- promote the success of the company
- exercise independent judgement
- exercise reasonable care, skill and diligence
- avoid conflicts of interest
- not accept benefits from third parties
- declare interest in proposed transactions or arrangements
- as an employer, the trust has a range of wider obligations including such matters as employment law and health and safety.

What else do trustees consider?

1.14 The trustees must ensure regularity and propriety in use of the trust's funds, and achieve economy, efficiency and effectiveness – the three elements of value for money. The trustees must also take ownership of the trust's financial sustainability and its ability to operate as a going concern.

What does the chair of trustees do?

1.15 The chair is responsible for ensuring the effective functioning of the board and for setting professional standards of governance and accountability for the board. ESFA will help chairs and their boards to do this if required.

Can employees be trustees?

1.16 Whilst the members can decide whether to appoint the trust's senior executive leader as a trustee, the Department's strong preference is for no other employees to serve as trustees, nor for trustees to occupy staff establishment roles on an unpaid voluntary basis, in order to retain clear lines of accountability. This does not prevent trustees from carrying out internal scrutiny.

Can trustees delegate?

1.17 Yes. The board must appoint an audit and risk committee – either a dedicated committee or combined with another committee, to advise the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and risk management arrangements, to direct a programme of internal scrutiny and to consider the results and quality of external audit.

1.18 The board may also delegate functions to other committees. Each committee (other than those in a trust with multiple academies constituted as a local governing body) **must** contain a majority of trustees, but it may also include other people the board chooses to appoint.

1.19 Academy trusts must not have de facto trustees (defined in appendix I of the Charities SORP) or shadow directors (defined in section 251(1) of the Companies Act 2006).

Skills and experience

1.20 The board should identify the skills and experience it needs, including financial knowledge, and address gaps through recruitment, and/or induction, training and other development activities. This is particularly important at key transition points. The board should also address this for local governing bodies.

1.21 New trusts producing audited accounts for the first time **must** include in their first governance statement what they have done to review and develop their governance structure and the composition of the board.

1.22 Subsequently, established trusts should include an annual assessment, including a review of the board's composition in terms of skills, effectiveness, leadership and impact.

1.23 Trusts should refer to the features of effective governance in the Governance Handbook (strategic leadership, accountability, people, structures, compliance and evaluation).

1.24 They can also refer to the 20 key questions for the governing board to ask itself, and 21 questions for multi-academy trust boards published by the All-Party Parliamentary Group on Education, Governance and Leadership.

As a Trustee of the Ortu Federation Company you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

Date for review: At annual Appraisal review of Trustee of the Ortu Federation Company.

I confirm that I have read, understood, and accept, the above job description.

SignedDate

Name in Full

Job Description

Date: September 2021

Role Title: Member of the Ortu Federation Company

Salary: This is a voluntary role

Terms and Conditions of Service

Appointment Status: A fixed term appointment for four years from the date of appointment renewable up to a maximum of 11 years.

Hours: This will vary with the cycle of the school year but is anticipated to equate to approximately one day per half term, including both school time and evening engagements (subject to agreement in advance). These hours will likely be split in to a number of activities across the period.

Our Vision:

To create a world class learning community in which all feel challenged and valued, where performance is improved and potential achieved, where success is celebrated and where there is a healthy respect for the environment.

Overall Purpose

The Ortu Federation Trust Board is responsible for ensuring high standards of achievement for all children and young people in ORTU Federation Schools by:

What Ortu members do?

1.2 Every trust has members who have a similar role to shareholders of a company limited by shares. They:

- are the subscribers to the memorandum of association (where they are founding members)
- may amend the articles of association subject to any restrictions created by the funding agreement or charity law
- may, by special resolution, appoint new members or remove existing members other than, where there is one, the foundation/sponsor body and any members it has appointed
- have powers to appoint trustees as set out in the trust's articles of association and powers under the Companies Act 2006 to remove trustees
- may, by special resolution, issue direction to the trustees to take a specific action
- appoint the trust's external auditors and receive (but do not sign) the audited annual report and accounts (subject to the Companies Act)
- have power to change the company's name and, ultimately, wind it up.

How many members should there be?

1.3 The Ortu Federation **must** have at least three members, although the Department's strong preference is that trusts should have at least five members. Having more members:

- provides for a more diverse range of perspectives
- ensures members can take decisions via special resolution without requiring unanimity.

Can employees be members?

1.4 No. Members **must not** be employees of the trust, nor occupy staff establishment roles on an unpaid voluntary basis. This requirement is effective from 1 March 2021.

Can trustees be members?

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1.5 There should be significant separation between the individuals who are members and those who are trustees. If members sit on the board of trustees this may reduce the objectivity with which the members can exercise their powers.

The Department's strong preference is for a majority of members to be independent of the board of trustees.

Working with the trustees

1.6 As responsibility to conduct the trust's business sits with the trustees, members should be 'eyes on and hands off' and avoid compromising the board's discretion.

1.7 However if the governance of the trust by the board of trustees becomes dysfunctional the members will have a strong interest in ensuring the board has plans to address the issues or otherwise to remove the board or individual trustees and re-appoint trustees with the skills necessary for effective governance.

1.8 It is important, therefore, for members to be kept informed about trust business so they can be assured that the board is exercising effective governance. This **must** include providing the members with the trust's audited annual report and accounts.

As a Member of the Ortu Federation Company you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

Date for review: At annual Appraisal review of Member of the Ortu Federation Company.

I confirm that I have read, understood, and accept, the above job description.

SignedDate

Name in Full