



Co-Opted Governor: Staff Elected

Role Purpose: *To further Bedford School within the Harpur Trust*

Main Tasks

1. To participate in formulating and regularly reviewing the strategic aims of the School having regard to the overarching Strategic Plan of The Harpur Trust
2. With other Governors to ensure that the policies and practices of the School are in keeping with its strategic aims.
3. With other Governors to ensure that the School operates within the legal and financial requirements of a charitable organisation and strives to seek best practice.
4. To act as a link between all members of staff at the School and the School Governing Body and as a representative, but not a delegate, of staff.

Main Duties

1. Formulating Strategic Aims by:

- Considering the School as a whole and its pupils, whether as a member of the School Governing Body or any of its supporting committees.
- Reflecting the School's vision and principles, strategy and policies at all times.
- Contributing specific skills, interests and contacts.

2. Ensuring policies and practices are in keeping with the School's Aims by:

- Following the Code of Conduct for Governors at all times, particularly when acting as a member of the School Governing Body or any of its supporting committees.
- Attending School Governing Body meetings and meetings of other committees to which you are appointed.
- Reflecting the School's policies on all its committees and sub-committees.

3. Ensuring best practice by:

- Being an active member of the School Governing Body in exercising its responsibilities and functions.
- Maintaining good relations with the Head Master, Director of Finance & Operations and other senior management staff.
- Taking part in training provided for the benefit of Governors.
- Fulfilling such other duties and assignments as may be required from time to time by the School Governing Body.
- Attending AGBIS or other sector body meetings and seminars as appropriate.

4. Acting as a link with staff by:

- Actively seeking out the views of teaching and operational staff through appropriate channels of communication
- Representing the views of staff to other members of the School Governing Body and, where appropriate, the Head Master, Director of Finance & Operations, Vice Master and/or Headmaster (Prep School).
- In consultation with the Head Master and Director of Finance & Operations, ensuring staff are kept properly informed of matters of interest to them, as required by the School Governing Body.
- Paying particular attention to the boundary between governance and management and ensuring that matters that should be dealt with through the management chain are brought to the attention of the Head Master and Director of Finance & Operations.

Commitment

Preparation, participation and attendance at all full governing body meetings and Education Committee meetings. Full governing body meetings are held three times a year, and Education Committee meetings are four per year. These meetings predominantly take place on Saturday mornings. The Staff Elected Governor should also visit the school at least twice per term to meet the community and hear staff voice. Training and strategy meetings are also expectations, as well as participation in panels from time to time. We welcome all governors to attend events at the school when they can, and to be known members of the school community. An overall time commitment is likely to be in the region of 15 days per academic year.