

Rydal Penrhos Limited – Governors’ Job Description

Collectively with other members of the Governing Body, a Governor holds the responsibilities defined under the four headings below.

MAIN RESPONSIBILITIES

- to determine the overall direction and development of the School through good governance and clear strategic planning;
- to ensure that the School and its representatives function within the legal and regulatory framework of the sector and in line with the School’s governing document, continually striving for best practice in governance;
- to uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the School

MAIN DUTIES

- to ensure that the School complies with legislative and regulatory requirements, and acts within the confines of its governing document;
- to act always in the best interests of the School, its beneficiaries and future beneficiaries, pursuing only the delivery of its charitable objectives;
- to promote and develop the School so that it may grow and maintain its relevance in society;
- to maintain sound financial management of the School’s resources, ensuring that expenditure is in line with its objectives, and that investment activities meet accepted standard and policies;
- to interview, appoint and oversee the work and activities of the senior staff, providing support and challenge as appropriate;
- to ensure the effective and efficient administration of the School and its resources, striving for best practice in good governance;
- to act, if required, as a counter-signatory where a cheque, application for funds, contract, agreement or other specified document falls outside the powers delegated to senior staff;
- to maintain absolute confidentiality about all sensitive and/or confidential information received in the course of Governors’ responsibilities to the School, and to ensure compliance with the Conflict of Interest Policy;
- to know and support the aims of the School and its mission statement, and to oversee their achievement;
- to know the overall tasks of the Governing Body and to ensure that these are fully carried out;
- to contribute expertise to the discussions of the Governing Body, and to at least one committee;
- to respect the confidentiality of the Governing Body and all information about the School’s staff, parents and pupils, in line with GDPR.

COMMITMENT EXPECTED OF A GOVERNOR

The degree of commitment required of a governor to achieve the job description is as follows:

- to attend as many meetings and events as possible;
- to be prepared to put in enough time to visit the School periodically during working hours, and to study relevant background and current papers;
- to attend training courses.

ACCOUNTABILITY

As the Board is responsible and liable for the governance and functioning of the School, it is accountable in varying degrees to a variety of stakeholders, including parents / carers, pupils, the Charity Commission and Companies House. Close attention must be given to the governing document so as to ascertain the type of organisational structure and the range of interested parties.