

Becoming a Governor in Manchester

The role of all school governors is to ensure that their school provides the best possible education to raise standards and outcomes for all pupils by:

- Setting the strategic vision and objectives for the school
- Monitoring and evaluating progress towards priorities and targets
- Ensuring that the head teacher performs their responsibilities for the performance of the school
- Ensuring effective use of the school's financial resources
- Acting with integrity, objectivity and honesty in the best interests of the school

There are different types of governors: Parents, Staff, Local Authority, Co-opted governors (appointed by the governing body), Foundation Governors (appointed by the church).

The Manchester School Governance Unit helps schools and academies recruit governors. In particular - we recruit people to act as Local Authority Governors (LA Governors).

LA Governors are responsible for communicating the views and policies of the Local Authority during governing body discussions. However, they are not a Local Authority representative and are free to vote as they see fit in the best interests of the school and its community. They have the same role and rights as all governors on a governing body.

Please see the information about Grounds for Disqualification to serve as a governor outlined below to ensure you are eligible.

If you have any further questions please contact the Manchester School Governance Unit: schoolgovernance@manchester.gov.uk

Process of Appointment of Governors

- Governors apply online through the Manchester City Council Online Application Form. Two references are taken up for each applicant, where possible one should be from their current employer or from someone with a business background who is able to verify what they are doing currently.
- Interviews take place regularly as vacancies arise. A selection panel of two senior LA officers conduct the interviews. The outcome of the interview is communicated to the applicant within 3-5 days (subject to a satisfactory referenced and DBS check).
- Applicants are asked to undertake a Disclosure and Barring Service (DBS) Check, (previously known as a Criminal Record Bureau Check) - this involves presenting original copies of identification at a face to face meeting.
- The panel nominate suitable applicants to governing bodies for their consideration. Any applicants who have not been selected for nomination for any of the available vacancies who have valuable skills to offer remain in the recruitment pool. They are then considered for future vacancies when they arise without the need for a further interview.
- Application forms of nominated applicants are sent to the governing bodies with vacancies. The governing body discusses the application, arranges to meet the applicant and may also invite the applicant to attend a governing body meeting before agreeing the appointment. This process can take between three – six months.

Find out More

- Visit the [Council Website](#) and watch videos of our Governors
- National Governance Association: [Be a school governor or trustee](#)

Manchester LA Governor Job Description

1. Champion outcomes for **all** children and young people in Manchester
2. Consider national and local priorities and challenge decisions that could be detrimental to other schools or young people
3. Set high expectations through promoting Manchester as a place that children and young people can be proud of, where they can fulfil their full potential and progress to live and work
4. Focus on challenging schools to close gaps in attainment and progression and exceed national averages, particularly between vulnerable learners such as looked after children, children with special educational needs
5. Communicate Manchester City Council policies, priorities and developments at governing body meetings
6. Be proactive in maintaining awareness of Manchester City Council policies, priorities and developments through: termly newsletters, attending governor briefing sessions and training events, and seeking clarification when required from the School Governance Unit
schoolgovernance@manchester.gov.uk
7. Maintain an awareness about the school's local area and community
8. Adhere to the LA Governor and Governing Board Code of Conduct and abide by the [Nolan Principles of Public Life](#)

Along with other governors:

9. Attend governing body meetings and contribute fully to work of the governing body including appropriate participation in its committee structure
10. Develop the strategic vision, objectives and plan for the school
11. Monitor and evaluate the progress of the school in working towards their targets and priorities
12. Monitor the implementation of statutory and non-statutory policies
13. Agree the school budget and ensure funding is well- spent
14. Support and challenge the head teacher for the performance of the school including ensuring:
 - All children in the school have access to a broad and balanced curriculum which is suitable to their age/ ability and prepares them for adult life
 - High levels of pupil attendance and behaviour
 - Health and safety of pupils and staff
 - Implementation of a range of HR procedures
15. Be accountable for the school's performance and decisions to all stakeholders including: pupils, parents, staff and the local community
16. Work effectively as a team
17. Respect all governing body decisions and support them in public
18. To commit to training and development to develop skills useful to the governing body

Person Specification for Manchester LA Governors

This person specification details the competences used to assess candidates suitability and how they are assessed: (App)= Application Form, (Int)= Interview

Knowledge and Expertise	A genuine interest in becoming a governor in Manchester	App	Int
	Knowledge/empathy of the Manchester local community/context	App	Int
Skills and Competences	Specific Skills to strengthen the skill base governing body e.g. finance, HR, data analysis, school improvement, strategic planning	App	Int
	Ability to challenge and support the school to ensure best outcomes for children		Int
	Good communication skills	App	Int
	Ability to develop a specific knowledge and understanding of the school and its community		Int
	Ability to work as part of a team		Int
	Ability to respect confidentiality		Int
Personal Qualities	A genuine commitment to ensuring the best educational outcomes for children in Manchester		Int
	A commitment to equal opportunities		Int
	A commitment to uphold the reputation of the Local Authority and School		Int
	A willingness to present Local Authority policies and views		Int
	A willingness to participate in training and evaluation		Int

Manchester LA Governor Code of Conduct

All governors are asked to sign and agree to a Code of Conduct when they become a governor. Many Governing Bodies in Manchester use the National Governance Association Code of Conduct: [Model code of conduct - National Governance Association \(nga.org.uk\)](http://www.nga.org.uk)

We also ask governors who we put forward as LA Governors to abide by the following code of conduct in addition to their school one.

LA governors must agree to act in accordance with the following key principles:

- To commit to maintaining an understanding of and communicating the Local Authority priorities, objectives and developments
- To act in the best interests of the pupils and staff at the school, having considered the views and advice of the Local Authority. This may require a balance of long and short term issues, school and community issues
- To work as a member of a team at all times and be loyal to collective decisions made by the governing body
- To recognise that all governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full governing body
- To understand that no governor can act alone except in exceptional circumstances prescribed in the regulations, the power of the governing body rests in it acting as a single body
- To abide by the [Nolan Principles of Public Life](#)

LA Governors must:

- Respect confidentiality
- Uphold the reputation of the school, governing body and Local Authority
- Listen to and respect the views of others
- Accept the collective responsibility of all decisions made by the governing body by not revealing details a governing body vote or speaking out against the majority decision in public
- Take their fair share of work/positions of responsibility
- Respect and follow any code of conduct agreed by the governing body
- Declare any conflict of interests that may arise during governing body discussions and agree to leave the meeting for the appropriate length of time
- Follow the school visits protocol agreed by the governing body
- Report any evidence of fraud, corruption or misconduct to an appropriate person or authority
- Agree to regular Disclosure and Barring Service (DBS) checks, (previously known as Criminal Record Bureau Checks) or any other subsequent checks which are developed in relation to vetting and barring of staff
- Notify the Council if they are no longer able to undertake the role or meet any of the criteria laid out in the government regulations which would disqualify them from continuing as a school governor

LA Governors should always:

- Prepare for meetings by reading papers beforehand
- Take responsibility for their own learning and development as a governor including attending training
- Attend meetings promptly, regularly and for the full time

Grounds for Disqualification to Serve as a School Governor

- A person is disqualified from holding or continuing to hold office if that person:
- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2) (b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has been fined for causing a nuisance or disturbance on school premises or educational premises during the five years prior to or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate
- fails to attend governing body meetings for a continuous period of six months