

**National Star**

**Governor Job Description**

Key Responsibilities

Alongside other governors, provide oversight, guidance, and accountability for the organisation’s operations:

1. Contribute to shaping the charity’s vision, mission and strategic direction and ensure it is focused on achieving these
2. Being responsible for the quality of the charity’s services
3. Ensuring that the charity’s services comply with all legal and regulatory requirements
4. Contribute your personal and professional expertise and perspective to help the charity achieve its vision and mission
5. Ensuring that the charity’s governance is of the highest possible standard

**Duties and tasks to fulfil these key responsibilities**

1. **Contribute to shaping the charity’s vision, mission and strategic direction and ensure it is focused on achieving these**

To work in partnership with other governors, trustees and other senior employees to ensure that:

* 1. the charity has a clear vision, mission and strategic plan that have been agreed by the board, and that there is a common understanding of these by Trustees, Governors and staff.
	2. The operational (service delivery) and other plans support the vision mission and strategic priorities.
	3. Board policies support the vision, mission and strategic priorities.
	4. There are effective mechanisms
		1. To listen and act on the views of current and future beneficiaries, including students, residents, parents, carers and families.
		2. To review the external environment for changes that might affect the charity’s service to key beneficiaries.
		3. To reassess the need for the charity’s services it provides or could provide and contribute to the regular review of its strategic plans and priorities.
1. **Being responsible for the performance of the charity’s services**
	1. Provide independent and objective oversight of the service delivery leadership team and their management of the institution.
	2. To agree the method for measuring objectively the quality of the charity’s services in relation to education, care and therapy.
	3. To receive, read and respond regularly to reports from the Senior Leadership team in relation to the performance of the charity’s service in relation to education, care and therapy.
	4. To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board.
	5. To articulate, demonstrate, promote and model the values of the charity
	6. To ensure that associated risks are identified and managed
	7. To agree board policies
	8. Promote a culture of safeguarding, where the protection and wellbeing of all students and residents is prioritised. This includes promoting awareness and understanding of safeguarding policies and procedures.
	9. To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organisations to bring to the attention of the governors any activity of significant excellence or concern.
2. **Ensuring that the charity’s services comply with all legal and regulatory requirements**
	1. To be aware of, and to ensure the charity’s services comply with legal regulatory and statutory requirement, including Ofsted, Care Quality Commission and Estyn.
	2. Review the relevant service delivery policies, procedures, and internal controls to confirm alignment with relevant laws, regulations, and industry standards.
	3. Review the findings of internal and external audits, and work with the Leadership Team to address any compliance-related issues or concerns.
	4. Ensure the college is meeting all reporting and disclosure requirements to stakeholders, including government agencies and accrediting bodies.
	5. Participate in the development and regular review of the service delivery Self-Assessment Report/Self Evaluation Report and associated Quality Improvement Plan.
3. **Contribute your personal and professional expertise and perspective to help the charity achieve its vision and mission**
	1. Offer insights into emerging trends, challenges, and opportunities facing the sector that should be considered in its planning.
	2. Offer recommendations for service delivery initiatives, and the implementation of best practices.
	3. Contribute your unique perspectives and creative ideas to help the Charity explore innovative approaches to education, student success, and community engagement.
	4. Encourage the college to embrace a culture of continuous improvement.
	5. To contribute to ensuring that intangible assets such as organisation knowledge and expertise, intellectual property, the charity’s good name and reputation etc are properly valued, utilised and safeguarded.
4. **Ensuring that the charity’s governance is of the highest possible standard.**

5.2To reflect annually on the Board’s performance and your own performance as a governor.

5.3 To ensure that the Board of Governors has the skills required and has access to relevant external professional advice and expertise.

5.4 To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of governors.

5.5 To ensure that there are succession plans for the Chair of Governors

5.6 To participate in individual and collective development and training of governors.

5.7 To abide by the code of conduct for governors/trustees.

5.8 To ensure that major decisions and board policies are made by the Governors acting collectively.