

Chair of Governors Job Description

Redditch West School Trust



RWST Directors adopted this job description on 15th May 2015

The Chair of Governors will sign the job description at the first Governing Body meeting of each school year along with a declaration of interest.

Signed _____

Printed name _____

Date: _____

Rationale

The Chair of Governors role is to lead the body in ensuring it meets all of its statutory responsibilities.

Responsibilities

1. To be the interface between the Directors of Redditch west School Trust and the Local Governing Body of The Vaynor First School and to sit as a Director with responsibility across the trust for its schools
2. To ensure that the governing body's affairs are conducted in accordance with the law;
3. To report any urgent action taken on behalf of the governing body, making sure it is fully explained and supported - Chairs (and Vice Chairs in the Chair's absence) have no special power to take decisions on behalf of governors unless there has been a resolution of the whole governing body to delegate a specific authority. However, they do have the power to take action if the matter is urgent and if it concerns one of the functions that can be delegated. The Education (School Government)(England) Regulations 1999 Regulation 43 defines 'urgent' as a case where delay would be seriously harmful to the school, or to any pupil or member of staff, and it would not be reasonably practicable to hold a governors' meeting to resolve the issue. Any urgent action the Chair or Vice Chair takes on behalf of the governing body should be reported at the next meeting;
4. To ensure that meetings are run effectively - making sure that they start and finish on time, that agenda items are properly introduced, that people are encouraged to contribute and that decisions are taken when necessary and minuted;
5. To help the governing body work as a team - by recognising and using people's strengths, delegating effectively, clarifying objectives and using the whole governing body by creating committees and small groups to develop new ideas, work out plans of action and to cover contentious or difficult areas of planning. Define, with the governing body, a clear understanding of the roles of the Chair, Vice Chair, the other governors and the professionals within the school;
6. To work with the Head - be available to the Head, make time to listen to concerns and give constructive advice, talk through disagreements before governing body meetings, work together on effective school policies;

7. To carry out any duties delegated by the governing body and directors, be seen in school regularly, attend school functions or make sure another governor represents them, work with the LA, be accessible to other governors, staff and parents, meet governors from other schools;
8. To induct new governors, drawing on the skills of her colleague governors
9. To use time effectively, their own and other people's - plan the year's cycle of meetings and a timetable for action and reports - plan for effective meetings;
10. To make it clear that all governors must accept collective responsibility for decisions taken at governors' meetings.

More general accountabilities as a governor:

1. Ensure the school staff have the resources and support they require to do their job well, including the necessary expertise on business management, external advice where necessary, effective appraisal and Continuing Professional Development, and suitable premises, and the way in which those resources are used has impact.
2. When required, serve on panels of governors to:
 - appoint the Executive Headteacher/Headteacher and other senior leaders
 - appraise the Executive Headteacher/Headteacher
 - set the Executive Headteacher/Headteacher's pay and agree the pay recommendations for other staff

The role of a governor is largely a thinking and questioning role, not a doing role.

A Governor does **NOT**:

- Have a mandate to work on behalf of any body, once a governor is appointed their sole responsibility is to act on the best interests of all children as part of the governing body i.e. a parent governor does not have a mandate to work on behalf of the parents; they are elected by them and can share valuable insights into their thinking
- Write school policies
- Undertake audits of any sort, except for the Responsible Officer role, in a sole position – even if the governor has the relevant professional experience, but they may accompany the Headteacher as part of their normal governor role
- Spend much time with the pupils of the school- if you want to work directly with children, there are many other valuable voluntary roles within the school
- Fundraise, as this is the role of the PTA, the governing body should consider income streams and the potential for income generation, but not carry out the fundraising tasks
- Undertake classroom observations to make judgements on the quality of teaching, the governing body monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
- Do the job of the school staff, if there is not enough capacity within the paid school staff team to carry out the necessary tasks, the governing body need to consider and rectify this

In order to perform the role well a governor is expected to:

- get to know the school, including by visiting the school occasionally during school hours, and gain a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full governing body meetings, AGM, and any relevant working party meetings)
- act in the best interest of all the pupils of the school
- to speak, act and vote in the best interests of the school as perceived
- behave in a professional manner, as set down in the governing body's code of conduct, including acting in strict confidence and respecting all governing body decisions and to support them in public

Under Section 50 of the *Employment Rights Act 1996*, if you are employed, then you are entitled to 'reasonable time off' to undertake public duties; this includes school governance. 'Reasonable time off' is not defined in law, and you will need to negotiate with your employer how much time will be allowed.

Please also see the attached governance document which sets out the split of responsibilities and duties of the various constituents of the whole Redditch West School Trust governance system.