**The Board of Governors - Role Descriptions**

**The board of governors is a unique group of people representing parents, staff and the wider community. The role of governors at Whitleigh Primary and Sir John Hunt CSC Federation requires a sustained commitment in order to fulfil the necessary responsibilities of the board.**

All governors will be expected to demonstrate the following skills and attributes:

i. Ability to contribute to the delivery of the terms of reference

ii. Commit, prepare for and attend meetings; to actively participate; to get to know and visit school when teaching and learning is taking place and attend professional development sessions

iii. Bring professional skills of listening, contributing, teamwork, confidentiality, communicating, originating/finishing and collaboration

iv. Skills of accountability, business acumen, challenge and entrepreneurship

All governors will be expected to commit to being part of a team by:

i. Contributing to the board’s operation by establishing and maintaining good working relationships with other governors and staff

ii. Recognising that the power of the board is vested in the group and that no governor has individual authority unless delegated by the board. Governors should only speak or act on behalf of the board when authorised to do so

iii. Recognising the respective roles of governors, headteachers, other senior leaders and staff

vi. Accepting a fair share of the board’s work

**Chair of Governors**

Role and responsibilities in addition to those listed for all governors:

i. Facilitates the effective functioning of the board

ii. Maintains a focus on the strategic role of the board and establish a clear understanding of the different roles of governors and staff

iii. Encourages and develops governors’ role as critical friends

iv. Builds a team by recognising and using people’s strengths: delegate and communicate effectively and recognise effort

v. Works closely with the heads and clerk to plan an effective annual cycle of governor meetings

vi. Chairs meetings effectively and efficiently: ensure meetings start and end on time, that agenda items are properly introduced, and that people are encouraged to contribute

vii. Ensures all decisions taken at meetings are minuted and that the necessary action is taken

viii. Ensures, supported by the clerk, that governors receive relevant information and materials well in advance of meetings

ix. Meets regularly with leaders and encourage other governors to do so, to act as a critical friend and sounding board and discuss issues related to the management of their area of responsibility

x. Encourages commitment, loyalty and high standards of behaviour by governors through personal example and the adoption of a Code of Conduct

xi. Acts on behalf of the board in emergencies and report any urgent action taken, ensuring it is fully explained and supported

xii. Keeps abreast of educational developments both locally and nationally

xiii. Develops working relationships with the Local Authority/Diocese/Trust Board and other key partners

xiv. Works in close partnership with the clerk to effectively manage the work of the board

**Vice Chair(s) of Governors**

Role and responsibilities in addition to those listed for all governors:

i. Works in partnership with and deputises during the absence of the chair of governors

ii. Supports the chair in meetings – occasionally chairing the meeting as a way of gaining experience

iii. Attends regular meetings with the chair and the heads

iv. Supports school functions whenever possible

v. Encourages the continued development of governor’ knowledge and understanding by encouraging attendance at training and by compiling training records

vi. Welcomes and help induct new governors

vii. Checks the Single Central Record

viii. Organises hearings panels as required

ix. Listens and is a critical friend to the chair

**Using your Vice Chair**

|  |  |  |
| --- | --- | --- |
| Chair | Vice chair | Other governors |
| Setting direction – writing agendas, chairing meetings and agreeing minutes | Chairing some of the meetings |  |
| Fortnightly meeting with the heads | Monthly meeting with the heads and chair | Attending one head/chair meeting per year |
| Ensuring PM process is in place | Being a PM governor and chairing the process | Head’s PM |
| Ensuring the work of the board is evidenced |  | One governor takes responsibility for keeping the evidence folder up to date |
| Support to the heads | Support to the chair |  |
| Visit the school and get to know all staff | Co-ordinate visits to school ensuring all governors make some visits and that visits are spread across key areas | Visiting school |
|  | Spot-check the SCR twice a year |  |
| Communicating with parents | Co-ordinates the preparation on a regular newsletter | Contribute articles |
| Informally try to resolve concerns | Form complaints hearing panel as required | Join hearing panels |
| Ensure there is a skills audit regularly |  | Governor analyses findings |