



# Sutton in Craven C.E (V.C) Primary School

## Chair of Governors - Role Description

### Summary

The chair delegates roles and ensures other governors are fully involved. Ensuring the governing board work as a team and all governors contribute towards corporate decisions.

### The chair leads the governing board that has the following Core Functions:

#### 1. Ensuring clarity of vision, ethos and strategic direction

Setting and maintaining the broad framework within which the headteacher and the staff should run the school.

#### 2. Holding the Headteacher to account for the educational performance of the school and its pupils

**Acting as a critical friend** - provide the head teacher with support; offering advice and information. The governing board is there to monitor and evaluate the schools effectiveness and governors should therefore be prepared to ask challenging questions.

#### 3. Overseeing the financial performance of the school and making sure its money is well spent, ensuring accountability

- the governing board is accountable to all stakeholders on the school's overall performance

### Key roles

- To make sure that the governing board's affairs are conducted in accordance with the law (working with the Clerk)
- To report any urgent action taken on behalf of the governing board, making sure it is fully explained
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision making
- To establish and foster an effective relationship with the head teacher based on trust and mutual respect for each other's roles
- To ensure that the governing board acts as a sounding board to the headteacher and provides strategic direction
- To carry out any duties delegated by the governing board, be seen in school regularly, attend school functions or make sure another governor represents them, be accessible to other governors, staff, pupils and parents and meet governors from other schools
- To use time effectively by planning the years cycle of meetings and a timetable for action.
- To make it clear that all governors must accept collective responsibility for decisions taken at governors' meetings
- Construct and agree the agenda for meetings, together with the clerk, taking account of the recommendations of the headteacher and requests from other governors, and keep good order in meetings
- Ensure governors' participation during and between meetings
- Ensure all decisions are understood and that necessary action is taken
- Ensure governors receive all relevant information and materials
- To act as a new governor mentor
- Check that decisions taken by the governing board are enacted
- Ensure that governors know and follow the rules and codes of conduct ensuring democracy
- Listen and be a critical friend to the headteacher
- Report decisions of the governing board to parents, staff and other others regularly
- Co-ordinate the governing board role in OFSTED Inspections and Local Authority reviews.
- Monitor the work of the governing board.
- Attend Local Authority briefings and work with the Local Authority,
- Involve the vice chair so that he/she is in a position to act if you are not available

### Key skills:

- Leadership
- Organisation
- Impartiality
- Delegation skills
- Good time management