



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

## Vice Chair of Governors - Role Description

### Summary

To work closely with the Chair of Governors. Supporting the Chair in ensuring other governors are fully involved and the governing board work as a team and all governors contribute towards corporate decisions.

**The Vice Chair works with the Chair to lead 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**

**Ensures accountability** - the governing board is accountable to all stakeholders on the school's overall performance.

### Key roles

- To liaise on a regular basis with the chair and head teacher to ensure the vice chair is fully informed
- To take on responsibilities delegated to them by the chair
- To deputise for the chair in their absence
- To establish and foster an effective relationship with the headteacher based on trust and mutual respect for each other's roles
- To be seen in school regularly, attend school functions or make sure another governor represents them, be accessible to other governors, staff, pupils, parents and meet governors from other schools.
- To use time effectively by planning the years cycle of meetings and a timetable for action in conjunction with the chair
- Ensure governors' participation in and between meetings
- To act as a new governor mentor
- Listen and be a critical friend to the headteacher
- Attend Local Authority briefings and work with the Local Authority as required

### Key skills

- Leadership
- Management of effective meetings
- Organisation
- Impartiality
- Delegation
- Good time management
- Excellent people skills