

## **FULL GOVERNING BODY**

### **Chair Role Description**

#### **Introduction**

The role description has been designed to:

- Enable the school to define the role of the Chair.
- Enable school staff and senior leaders to understand the role of the Chair of the Full Governing Body.
- To show how the role of the Chair relates to that of the Headteacher and the Clerk of the Full Governing Body.

The Chair shall be elected for a term of one year by the Governing Body. The role of the Chair is vital to the good governance of the School and it is important for individuals to commit sufficient time to undertake the role.

#### **Leadership**

The Chair will:

- Lead the Governing Body as a team, ensuring that its business is carried out efficiently and that Governors exercise collective responsibility.
- Ensure that the Governing Body sets the vision, strategic direction, objectives and performance indicators for the School, and work collaboratively with the Headteacher to achieve this.
- Ensure that the Governing Body assesses the school's performance against its strategic objectives and performance indicators.
- Ensure that Governors recognise the distinction between governance and school leadership and management and demonstrate this in the conduct of Governing Body business so that the Governing Body focuses on strategy, performance and accountability.
- Develop a positive working relationship with the Headteacher, the Senior Leadership Team and the Clerk, based on regular communication and a shared commitment to ensuring the Governing Body's ongoing effectiveness.

#### **Accountability**

The Chair will:

- Lead the Governing Body in exercising collective responsibility for the integrity and financial probity of the School and the proper conduct of its business.
- Seek to maintain the reputation of the School, to develop effective relationships with stakeholders and demonstrate a personal commitment to its vision and values and to meeting the interests of the communities it serves.
- Supported by the Clerk, ensure that the Governing Body acts in accordance with DFE and LA regulatory requirements.

## **Standards and Conduct**

The Chair will:

- Act fairly and impartially in the best interests of the Governing Body and the School as a whole.
- Work with the Clerk to ensure that the Governing Body conducts itself transparently and in accordance with the 'Nolan' principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership; and promote these by example.
- Work with the Clerk to ensure that the Governors exercise their responsibilities in the best interests of the school and that any conflict of interest is identified and managed appropriately.
- Ensure that Governors act in accordance with the Governing Body's Code of Conduct.

## **Managing Governing Body Business**

The Chair will:

- Work with the Headteacher, Bursar and Clerk to ensure that the Governing Body receives the high quality and timely information required to conduct its business, enable rigorous scrutiny of the strategic management of the school, monitor risk and make clear and transparent decisions.
- Work with the Headteacher, Bursar and Clerk to ensure that the Governing Body's business is conducted efficiently and with the integrity required by those responsible for the use of public funds.
- Work with the Headteacher and Clerk to ensure that the Governing Body has effective arrangements for monitoring the school's performance and its quality improvement.
- Enable Governors to work effectively as a team and provide constructive challenge, seeking the views of all Governors and building consensus.
- Ensure that the process of appointing a new Headteacher and other senior post-holders is led effectively.
- Be responsible for instigating any disciplinary action against the Headteacher and other senior post-holders.
- Ensure that the Governing Body has a process for succession planning and recruiting new Governors to achieve a balance of skills and to reflect stakeholder interests and the communities it serves.

## **Review of the Governing Body's Performance**

The Chair will:

- Work with the Clerk to ensure that the Governing Body reviews its own performance and processes annually.
- Work with the Clerk to ensure that there is a process of supporting and developing Governors, and a procedure for reviewing their individual performance.
- Participate in the review of his/her own performance as Chair.
- Be responsible for reviewing the performance of the Governance Clerk.

## **Personal**

The Chair will be able to:

- Commit to the School and its culture and values.
- Devote the time needed to the role.
- Lead others as a first among equals, with the authority and personal integrity to elicit respect.
- Have the capacity to think strategically.
- Challenge and refresh the status quo constructively.
- Influence appropriately.
- Be decisive with an insistence on getting things done.
- Be financially literate.

## **ROLE OF THE VICE CHAIR**

The Vice Chair will deputise and take on similar responsibilities in the absence of the Chair or at the Chair's request.