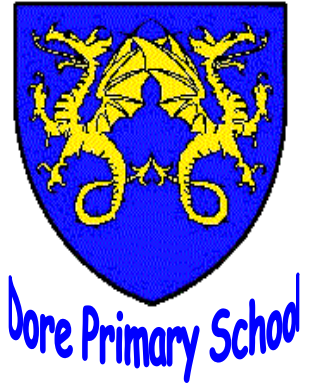


Roles and responsibilities of governors, Chair of Governors and Chairs of committees, Vice Chair of Governors and Vice Chairs of committees



Role and responsibilities of governors

Meetings

- Attend meetings of the GB / committee whenever possible
- Prepare for and contribute to meetings and complete any agreed follow-up work

Teamwork

- Contribute to the GB / committee operation as an effective team member by establishing and maintaining good working relationships with other governors and with staff
- Recognise the power of the GB is vested in the group and that no governor has individual authority unless it is delegated by the GB
- Recognise the respective roles of the GB and the Headteacher and staff (the GB is a strategic body, the operational management of the school is the responsibility of the Headteacher)
- Recognise that governors are equal members of the GB and accept collective responsibility.
- Speak externally / act on behalf of the GB only when authorised to do so
- Accept a fair share of the GB / committee work

Knowledge of the school

- Arrange to visit the school when teaching and learning are taking place and attend occasional school events and functions
- Know the school's strengths, its areas for development and improvement plans

Personal interests

- Put responsibilities as a governor before personal interests
- Ensure any business or pecuniary interests are declared as required and withdraw from meetings as appropriate

Other

- Maintain confidentiality
- Act at all times fairly and without prejudice
- Support the school in the community, exercising prudence and tact if contentious issues affecting the school arise outside the GB, and follow procedures agreed by the GB in making or responding to criticism or complaints

Personal development

- Undertake training and take advantage of opportunities to increase understanding and effectiveness as a governor

Chair of Governors and Chairs of committees

In addition to the above, there are three further functions:

- **Management**
- **Planning**
- **Supporting**

Management

General

- Ensure the effective organisation of the GB / committee
- Maintain a focus on the predominantly strategic role of the GB / committee and establish a clear understanding of the different roles of governors and staff in the school
- Ensure that all governors are clear about their roles
- Encourage and develop the governors' role as critical friend
- Build a team by recognising / using people's strengths and delegate effectively

Meetings

- Work closely with the Headteacher and Leadership Team to plan effective GB / committee meetings, ensuring relevant and realistic agendas
- Plan the year's cycle of meetings and a timetable for action and reports
- Chair GB / committee meetings effectively and efficiently: ensure meetings start and end on time, that agenda items are properly introduced, and that people are encouraged to contribute
- Ensure all decisions taken at meetings are understood and minuted and that the necessary action is taken
- Ensure that the GB / committee meetings and affairs are conducted in accordance with the law
- Ensure that governors receive relevant information and materials well in advance of meetings
- Emphasise that all governors must accept collective responsibility for decisions taken at governors' meetings
- Use committees and smaller groups to meet statutory requirements, develop new ideas and agree plans of action
- The Chair to exercise a second or casting vote where there is an equality of votes at a GB / committee meeting

Other

- Encourage governor commitment and high standards of behaviour through personal example as set out in the Code of Practice
- CHAIR OF GB ONLY
 - Act on behalf of the GB in emergencies and report any urgent action taken on behalf of the GB, ensuring it is fully explained and supported
 - Co-ordinate the GB's response to new legislation and emerging priorities when required

Planning

- Work with the GB / committee members to provide strategic direction: implement, plan and monitor progress
- Ensure that all governors have an opportunity to contribute to school development and target setting
- Work with the Headteacher, Leadership Team and governors on effective school policies
- CHAIR OF GB ONLY
 - Take the lead in co-ordinating the work of the governing body in relation to Ofsted inspection
 - Ensure that the processes of governor recruitment, induction and development are effective
 - Co-ordinate the formulation of an annual GB development plan taking account of the school improvement plan and advice / guidance from Governor Support Services

Supporting

- Be seen regularly in the school and attend school functions
- Develop and maintain effective teamwork
- Be accessible to governors, staff and keep in touch with governors between meetings
- Develop working relationships with all governors, including particularly the Vice Chairs, and ensure that individual governors' strengths are known and used and their efforts recognised
- Ensure that the efforts of staff are recognised by the GB / committee
- Develop an honest, open and supportive partnership with the Headteacher and Leadership Team making time to listen and give constructive advice
- Develop working relationships with the Children and Young People's Directorate and other key partners
- Work in close partnership with the Vice Chair to manage the work of the GB / committee effectively
- CHAIR OF GB ONLY
 - Create opportunities for informal gatherings of governors and staff
 - Meet governors of other local schools from time to time
 - Develop and maintain a positive and pro-active relationship with the Head and all staff in the school

Vice Chair of Governors and Vice Chairs of committees

- Deputise during the absence of the Chair
- Support the Chair in the conduct of meetings
- Work closely with the Chair and take responsibility for agreed areas of work, eg: support the effective operation of committees
- Check with the Chair that decisions taken by the GB / committee are enacted