

## **Grayshott Primary School**

### **Chairman of Governing Body – Role description**

The chair should take control of meetings, ensuring that everyone who wishes to has a reasonable chance to speak and take part. She or he should be able to listen to and understand a wide range of views, present information clearly and concisely and get clarification of relevant points, thus enabling the body to make effective decisions. The governing body must demonstrate its leadership of the organisation. It is the chair's role to enable the body to do that.

In addition to the general governor's responsibilities, the chair will be responsible for the following duties (although in some cases these may be delegated to or shared with other body members):

These duties and qualities are in addition to the general governor role profile contained in the Role and Commitment of Governors document.

#### **Main duties and responsibilities**

(It is advisable that in some cases these are delegated to or shared with other governors).

- Ensuring that Governing Body decisions are made within the remit of the governing document and the policies of Grayshott Primary School
- Planning the annual cycle of governing body meetings, and chairing and facilitating these to ensure their smooth running
- Planning the agenda for meetings with the clerk and headteacher
- Developing membership of the governing body to ensure that it contains the diverse range of skills, experience and knowledge needed to operate effectively, with due consideration for community representation
- Ensuring that successors for key posts – Chair, Vice Chairman, TLG etc. - are identified and inducted in good time
- Ensuring that governors receive induction and adequate training to enable them to fulfil their roles
- Monitoring the calibre, level of commitment and attendance of all governors
- Ensuring that the governing body reviews its own work and how effectively it operates; making sure to take any corrective action and training required
- Checking that decisions taken at meetings are being implemented
- Ensuring that the governing body contributes to and monitors the school improvement plan.
- Ensuring the school policies are up to date, reviewed regularly and being implemented correctly
- Liaising with the headteacher to keep an overview of the school's management.
- Providing or arranging for support and supervision for the headteacher, including annual appraisal
- In conjunction with the school finance officer, ensuring proper management and control of bureau finances
- Overseeing the quality of school communications, content of the school website and use of local media.
- Representing the school in the community and at public events where appropriate

- Representing the school in relationships with the Local Authority and contributing to OFSTED, HMI and LA monitoring
- Strategic responsibility for the safeguarding of pupils
- Strategic responsibility for Health and Safety at the school
- Ensuring that the school plans for the recruitment and turnover of paid staff and volunteers.
- Leading the recruitment of the headteacher and participating in recruitment of senior staff at the school and the governing body clerk.

### **Personal skills and qualities**

- leadership skills
- experience of chairing meetings and committee work
- facilitation skills
- tact and diplomacy
- excellent communication and interpersonal skills
- impartiality, fairness and the ability to respect confidences.

It is desirable for the chair to have knowledge of the delivery of education and a commitment to keeping up to date with the changes in the field of primary education.

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### **Vice Chairman of Governing Body – Role description**

The Vice Chairman is responsible for carrying out the role of Chairman in their absence.

When the Chairman is present, the Vice Chairman will assist and support the Chairman in their role as described above, perhaps taking on some specific tasks such as assisting with monitoring governance, induction of new governors and chairing committees/working groups.

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