

The Board of Governors - Role Descriptions

The board of governors is a unique group of people representing parents, staff and the wider community. The role of governors at Whitleigh Primary and Sir John Hunt CSC Federation requires a sustained commitment in order to fulfil the necessary responsibilities of the board.

All governors will be expected to demonstrate the following skills and attributes:

- i. Ability to contribute to the delivery of the terms of reference
- ii. Commit, prepare for and attend meetings; to actively participate; to get to know and visit school when teaching and learning is taking place and attend professional development sessions
- iii. Bring professional skills of listening, contributing, teamwork, confidentiality, communicating, originating/finishing and collaboration
- iv. Skills of accountability, business acumen, challenge and entrepreneurship

All governors will be expected to commit to being part of a team by:

- i. Contributing to the board's operation by establishing and maintaining good working relationships with other governors and staff
- ii. Recognising that the power of the board is vested in the group and that no governor has individual authority unless delegated by the board. Governors should only speak or act on behalf of the board when authorised to do so
- iii. Recognising the respective roles of governors, headteachers, other senior leaders and staff
- vi. Accepting a fair share of the board's work

Chair of Governors

Role and responsibilities in addition to those listed for all governors:

- i. Facilitates the effective functioning of the board
- ii. Maintains a focus on the strategic role of the board and establish a clear understanding of the different roles of governors and staff
- iii. Encourages and develops governors' role as critical friends
- iv. Builds a team by recognising and using people's strengths: delegate and communicate effectively and recognise effort

- v. Works closely with the heads and clerk to plan an effective annual cycle of governor meetings
- vi. Chairs meetings effectively and efficiently: ensure meetings start and end on time, that agenda items are properly introduced, and that people are encouraged to contribute
- vii. Ensures all decisions taken at meetings are minuted and that the necessary action is taken
- viii. Ensures, supported by the clerk, that governors receive relevant information and materials well in advance of meetings
- ix. Meets regularly with leaders and encourage other governors to do so, to act as a critical friend and sounding board and discuss issues related to the management of their area of responsibility
- x. Encourages commitment, loyalty and high standards of behaviour by governors through personal example and the adoption of a Code of Conduct
- xi. Acts on behalf of the board in emergencies and report any urgent action taken, ensuring it is fully explained and supported
- xii. Keeps abreast of educational developments both locally and nationally
- xiii. Develops working relationships with the Local Authority/Diocese/Trust Board and other key partners
- xiv. Works in close partnership with the clerk to effectively manage the work of the board

Vice Chair(s) of Governors

Role and responsibilities in addition to those listed for all governors:

- i. Works in partnership with and deputises during the absence of the chair of governors
- ii. Supports the chair in meetings – occasionally chairing the meeting as a way of gaining experience
- iii. Attends regular meetings with the chair and the heads
- iv. Supports school functions whenever possible
- v. Encourages the continued development of governor' knowledge and understanding by encouraging attendance at training and by compiling training records
- vi. Welcomes and help induct new governors
- vii. Checks the Single Central Record
- viii. Organises hearings panels as required
- ix. Listens and is a critical friend to the chair

Using your Vice Chair

Chair	Vice chair	Other governors
Setting direction – writing agendas, chairing meetings and agreeing minutes	Chairing some of the meetings	
Fortnightly meeting with the heads	Monthly meeting with the heads and chair	Attending one head/chair meeting per year
Ensuring PM process is in place	Being a PM governor and chairing the process	Head's PM
Ensuring the work of the board is evidenced		One governor takes responsibility for keeping the evidence folder up to date
Support to the heads	Support to the chair	
Visit the school and get to know all staff	Co-ordinate visits to school ensuring all governors make some visits and that visits are spread across key areas	Visiting school
	Spot-check the SCR twice a year	
Communicating with parents	Co-ordinates the preparation on a regular newsletter	Contribute articles
Informally try to resolve concerns	Form complaints hearing panel as required	Join hearing panels
Ensure there is a skills audit regularly		Governor analyses findings