

Chair of Governors

- Role is to lead the governing body and to ensure that it meets all its statutory responsibilities

Specific responsibilities and skills

- Making sure that the governing body's affairs are conducted in accordance with the law
- Ensuring that the governing body provides strategic direction for the school
- Leading the governing body on working with school leadership to promote and maintain high standards of educational achievement
- Through the governing body, holding the headteacher to account for the educational performance of the school and its pupils, and for the performance management of staff
- Ensuring governing body oversight of the financial performance of the school and effective use of the school's resources
- Undertaking any duties delegated by the governing body and reporting back on any action taken
- Being seen in school regularly, attending school functions (or making sure other governors act as representatives) and being accessible to other governors, staff and parents
- Making sure that meetings are run effectively by ensuring that:
 - They focus on priorities
 - They start and finish on time and make best use of the time available
 - Agenda items are properly planned with the headteacher and clerk before the meeting and introduced appropriately
 - Papers and all other relevant information to be considered are circulated and received in good time
 - People are encouraged to contribute and take full part in decision making
 - Decisions are taken when necessary, understood by all and minuted
- Ensuring that governors know and follow the rules and codes of conduct that keep governing bodies democratic
 - Making contact with new governors and arranging induction on roles and responsibilities
 - Ensuring new governors feel welcome on the governing body and in the school
 - Briefing new governors on issues in the school
 - Ensuring that guidance is available to (new) governors on how meetings are conducted – rules of procedure, confidentiality of items, how they should get their views known and heard
- Helping the governing body work as a team by:

- Encouraging co-operation and collaborative working among governors
 - Encouraging governors to use their areas of expertise
 - Recognising and using people's strengths
 - Delegating effectively
 - Clarifying objectives
 - Creating committees and small groups to develop new ideas and work out plans of action
 - Making clear that governors have collective responsibility for decisions they have taken
 - Being available to discuss matters with governors
 - Keeping in contact with governors between meetings
- Working effectively with the headteacher by:
 - Being available and making time to listen to concerns
 - Giving constructive advice
 - Talking through disagreements before governing body meetings
 - Working together on effective school policies
 - Establishing and fostering an effective relationship based on trust and mutual respect for each other's roles

Under the heading "skills", the chair of governors should be able to:

- Lead
- Build an effective team
- Communicate
- Listen
- Stay organised
- Be committed

The chair of governors requires, or must be able readily to source, knowledge of:

- The school, its workings and its life
- The local community
- General education issues and news
- Local authority practice, policies and initiatives
- Governance regulations and law