

## **Vice Chair of Governor Terms of Reference as adopted by the Board of Governors at their meeting on September 2021**

### **Watcombe Primary School Vice Chair of Governors**

#### **Summary**

To work closely with the chair of governors. Supporting the chair in ensuring other governors are fully involved and the governing body work as a team and all governors contribute towards corporate decisions

#### **Key roles:**

- To liaise on a regular basis with the chair and head teacher to ensure you are fully informed.
- To take on responsibilities delegated to you by the chair or board of governors.
- To deputise for the chair in their absence.
- To establish and foster an effective relationship with the head teacher based on trust and mutual respect for each other's roles.
- To be seen in school regularly, attend school functions or make sure another governor represents them, work with the LA, be accessible to other governors, staff and parents and meet governors from other schools.
- To ensure matters of a confidential nature are handled in an appropriate manner and in accordance with the Data Protection Act
- Ensure governors participation in and between meetings.
- To act as a mentor to new governors.
- Listen and be a critical friend to the head teacher.
- Attend LA briefings and training.