

## Chair of Governor Terms of Reference as adopted by the Board of Governors at their meeting on September 2022

### Watcombe Primary School Chair of Governors

#### Summary

The chair delegates roles and ensures all other governors are fully involved. Ensuring the governing body work as a team and all governors contribute towards corporate decisions.

The chair leads the governing body who:

- **have a strategic role** – help to set and maintain the broad framework within which the head teacher and staff should run the school.
- **act as a critical friend** – provide the head teacher with support and offer advice and information but not uncritically. The governing body is there to monitor and evaluate the school's effectiveness and governors should be prepared to ask challenging questions.
- **ensure accountability** – the governing body is accountable to all stakeholders on the on the school's overall performance

#### Key roles:

- To ensure that the governing body's affairs are conducted in accordance with the law
- To report any urgent action taken on behalf of the governing body, making sure it is fully explained to governors, staff and parents.
- To ensure matters of a confidential nature are handled in an appropriate manner and in accordance with the Data Protection Act & GDPR.
- To establish and foster an effective relationship with the head teacher based on trust and mutual respect for each other's roles.
- To listen and be a critical friend to the head teacher.
- To ensure that the governing body acts as a sounding board to the head teacher and provides strategic direction.
- To carry out any duties delegated by the governing body; be seen in school regularly; attend school functions or make sure other governors represent them; work with the LA and attend LA briefings and training; be accessible to other governors, staff and parents and meet governors from other schools.
- To ensure meetings are run effectively, focusing on priorities and making the best use of the time available, and to ensure that all members have an equal opportunity to participate in discussion and decision making.
- To use time effectively by planning the year's cycle of meetings and a timetable for action.
- Construct and agree the agenda for meetings, together with the Clerk, taking account of the recommendations of the head teacher and requests from other governors and keep good order in meetings.
- To make it clear that all governors must accept collective responsibility for decisions taken at governors' meetings.

- Ensure governors' participation in necessary training and development and during and in between meetings including safeguarding and child protection.
- Ensure all actions are understood and that necessary action is taken.
- Ensure all governors receive all relevant information and materials in a timely fashion.
- Check that decisions taken by the governing body are enacted.
- Ensure that governors know and follow the codes on conduct ensuring democracy.
- Report decisions of the governing body to parents, staff and others regularly.
- Co-ordinate the governing body role in Ofsted inspections and LA reviews.
- Monitor the work of the governing body.
- Involve the vice chair so that he/she is in a position to act if you are not available.
- Ensure that the head teacher receives an annual appraisal and to form a committee to carry out the review and any interim progress reviews.
- Ensure that the clerk to the governors receives an annual appraisal and to form a committee to carry out review.