

Vice-Chair Role Description

The role of Vice-Chair will develop a close working relationship with the Chair, supporting them in ensuring the Board functions effectively and remains strategic and taking on any specific responsibilities delegated by the Chair. In many cases the Vice-Chair will progress to fulfilling the role of Chair at some stage and therefore completion of chairs development training is expected.

Together with the Chair, the Vice-Chair will:

- Lead effective governance by providing clear direction to ensure governors understand the part they play in working as a team to monitor, challenge, support and contribute to the strategic leadership of the school.
- To continually drive school improvement, focusing on key strategic priorities.
- In collaboration with the Chair to lead on building the governance team by recruiting effective governors and delegating effectively.
- Develop an effective working relationship with the Head teacher and a shared sense of purpose.
- Act as an advocate for the school, representing the school in its relationships with external partners as appropriate. Attending school functions and encouraging other Governors to do so.
- Ensure the school meets all statutory and regulatory requirements, provides value for money and business is conducted efficiently and effectively.

The Vice-Chair may take specific responsibility for:

- Performance management of the board, conducting an informal one to one annual meeting with all governors to identify strengths and any development needs.
- In collaboration with the Clerk to oversee and analyse the annual skills audit to ensure efficient use of Governors talents, identify any training requirements of the Board and any skills gaps that need to be filled.
- Take the lead in inducting and mentoring new members of the Board, in collaboration with the Clerk.
- Support the Chair in ensuring meetings are conducted effectively. This may include chairing part of meetings, summing up of agenda items, following up action points, or chairing meetings in the Chairs absence.
- Undertake any training relevant to the role and to their future progression to the role of Chair where relevant.
- Deputise in the absence of the Chair, fulfilling all duties normally carried out by the Chair.

Skills and Attributes

Candidates for Vice-Chair should be able to demonstrate a good selection of the skills/attributes set out below:

- Commitment to the school and trust
- Good understanding of the environment in which the school is operating and wider education policy
- Personal integrity
- Negotiation and diplomacy skills
- Good understanding of the legal responsibilities of the Board as both individuals and a corporate entity
- Strong communication and listening skills
- Good organisational and time management skills
- Ability to think strategically
- Ability to prioritise
- Ability to chair meetings well
- Ability to have courageous conversations and make courageous decisions
- Ability to build and get the best out of a team
- Capacity to process information quickly and understand relevant data
- Ability to delegate
- Ability to both challenge and support the Chair and Headteacher
- Good leadership skills
- Commitment to developing and mentoring a team