

Job Details	
Base:	Richard Hill CofE Primary School
Salary Range:	Volunteer
Hours:	The expectation for charity trustees is that the time commitment should be between 10-20 days a year, with the chair of the board being at the upper end of the time commitment.
Contract Type:	Volunteer Governor
Accountable to:	Board of Trustees
Accountable for:	To Provide leadership to the LGB and ensure that Local Governors fulfil their functions for the proper governance of the school.
Key Relationships/ Liaison with	Headteacher/Senior Leadership Team Local Governors Trust Executive Team Board of Trustees
Main Purpose of the Role	
<p>The role of the chair of Local Governing Body (LGB) should be viewed in the same light as that of the chair of the board in any other sector. The role of the chair is demanding, complex and multi-faceted. The chair leads the LGB in ensuring it fulfils its functions well. A good chair will ensure that LGB's focus is on the strategic and on achieving the vision of the Trust Board. The culture of the LGB is largely determined by its chair. The chair is "first among equals" but has no defined individual power. A good chair works well with school leaders to advise and shape proposals to be discussed at the LGB meetings.</p> <p>The chair should facilitate the LGB working as a team to challenge, support and contribute to the strategic leadership of the school. As well as leader to the board, the chair is at times a confidante, a manager, a critical friend a cheerleader, an ambassador, an arbitrator, and possibly a mentor and coach; the balance of these roles adopted will depend on the situation at hand and in particular the experience and strengths of the headteacher.</p>	
Duties and Responsibilities	
Job Summary	<p>Leading governance in schools</p> <ul style="list-style-type: none"> • To ensure that the LGB and headteacher have a shared sense of purpose. • To ensure that the LGB sets a clear vision and strategy for the school. Within Learn Academies Trust. • To lead the LGB in monitoring the headteachers implementation of the Trust and school strategy.

Job Description: Learn-AT Chair of Governors

Leading and developing the team

- To ensure the LGB has the required skills to govern well, and that appointments made fill any identified skills gaps.
- To ensure all local governors receive appropriate induction, ongoing training as needed and have a thorough understanding of their role.
- To ensure local governors act reasonably and in line with the Trust's agreed code of conduct.
- To develop a good working relationship with the vice chair, ensuring s/he is kept fully up informed and delegated tasks as appropriate.
- To ensure that local governors feel valued and to encourage their development.
- To carry out a performance review of each local governor.
- To ensure that there is a plan for succession for the chair, vice-chair and any committee chairs and that by recommending limits on office, there is always a mix of new and experienced members.

The chair, the headteacher and accountability

- To build a professional relationship with the headteacher which allows for honest conversations, acting as a sounding board and ensuring there are no surprises at meetings.
- To meet regularly with the headteacher, which in normal circumstance is likely to be monthly.
- To ensure that there are transparent and effective processes for the recruitment and induction of the headteacher.
- To ensure appropriate local governor involvement in the recruitment of senior leaders.
- To ensure all local governors concentrate on their strategic role, receive information fit for purpose and hold the headteacher to account.
- To ensure that the headteacher provides staff with an understanding of the role of the LGB and acts as a link between the two.
- Where required, represent the LGB in its relationship with the Trust Board and external partners and be an advocate for the school.
- To attend school functions (plays/ sports days/ prize giving) as appropriate and encourage other local governors to do so.
- To ensure that complaints made to the local governing body are dealt with in a timely and effective manner.
- The chair will also play a role, with the Trust Executive Team and the Trust Board, in any decision to suspend the headteacher.

Job Description: Learn-AT Chair of Governors

	<p>Working on behalf of the Trust Board to contribute to leading school improvement</p> <ul style="list-style-type: none"> • To ensure the LGB is involved at a strategic level in the school's self-evaluation process and that this feeds into the key priorities. • To ensure the LGB's business is focussed on the Trust and school's key strategic priorities. • To take the lead in representing the LGB at relevant external meetings with agencies such as Ofsted, the Department for Education and the local authority. • To ensure the LGB has mechanisms in place to obtain and listen to the views of parents, pupils and staff. • To ensure the LGB adopts a visits protocol with is linked to monitoring key strategic priorities. The chair, who should already have good knowledge of the school, will need to consider whether s/he needs to continue such formal monitoring visits or whether these are now best delegated to the team. <p>Leading Local Governing Body Business</p> <ul style="list-style-type: none"> • With the clerk and the headteacher, to plan for the LGB meetings, ensuring that agendas focus on the LGB's key responsibilities and strategic priorities and reducing unnecessary paperwork. • Chair meetings effectively and promote an open culture on the LGB that allows ideas and discussion to thrive whilst ensuring clear decisions are reached as quickly as possible. • To collaborate with the clerk to establish effective working procedures and sound committee structures. • To ensure that decisions taken at the meetings of the LGB are implemented. • To ensure the LGB appoints a professional clerk capable of providing advice on the boards functions and that s/he is appraised and developed.
<p>General</p>	<p>Candidates for chair should be able to demonstrate a good selection of the skills/attributes set out below:</p> <ul style="list-style-type: none"> • Commitment to the school • 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 LGB as individual local governors and as a corporate entity • Strong communication skills • Good organisational skills • Ability to think strategically

Job Description: Learn-AT Chair of Governors

	<ul style="list-style-type: none"> • 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
<p>Additional Responsibilities</p>	<ul style="list-style-type: none"> • Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with; • Act in compliance with GDPR data protection principles in respecting the privacy of personal information held by Learn-AT • Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Learn-AT and Teaching School records and information; • Carry out their duties with full regard to the Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Learn-AT Policies; • Comply with Health and Safety rules and regulations and with Health and Safety legislation.