



## **Radleys Primary School**

### **Chair of Governors - Job Description**

At Radleys Primary School, the overarching purpose of the role of chair of governors is:

**To lead the governing body and to ensure that it meets all its statutory responsibilities:**

- To report any urgent action taken on behalf of the governing body, making sure it is fully explained
- 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 another governor represents them, work with the local authority (LA), be accessible to other governors, staff and parents and meet governors from other schools

### **Specific responsibilities and skills**

**To ensure meetings are run effectively, focusing on priorities and making the best use of time available**

By ensuring:

- They start and finish on time
- Agenda items are properly introduced
- Encouraging governors' participation in and between meetings
- Decisions are taken when necessary and minuted

### **Helping the governing body work as a team**

**To ensure that all members have an equal opportunity to participate in discussion and decision-making**

By:

- 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

**To establish and foster an effective relationship with the Head Teacher based on trust and mutual respect for each other's roles**

By:

- Being available to regularly meet with the Head Teacher and making time to listen to concerns
- Acting as a critical friend

- Giving constructive advice
- Talking through disagreements before governing body meetings
- Working together on effective school policies

### **Skills**

A chair should be able to:

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

### **Building Relationships**

#### **Making contact with new governors and arranging induction**

- Making contact with new governors and arranging induction
- Ensuring new governors feel welcome on the governing body and in the school
- Briefing new governors on issues in the school
- Being available to talk to other governors and keep in touch between meetings
- Encouraging good relationships among governors and with staff
- Creating opportunities for informal and social contact
- Making clear that governors have collective responsibility for decisions they have taken
- Encouraging co-operation and collaborative working among governors
- Praising governors and staff for their contributions
- Encouraging governors to use their areas of expertise

### **Knowledge**

- The school, its workings and its life
- The local community
- General education issues and news
- LA practice, policies and initiatives
- Governance regulations and law, although clerks should be able to advise on this