



IDSALL SCHOOL

Governance Pack as at 09/02/2018

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Constitution as at 09.02.2018

Governors by Type:

Community	7
Headteacher	1
Non –teaching staff	1
Parent	3
Teacher	2
Co-opted	1

Total **15**

Position(s) / Responsibilities

Term of Office end date

Community (7)

Mr D. Brammer	Chair	End of academic year 2018
Mr J. Caine		07/12/2020
Mr P. Hurlstone		26/03/2019
Mrs R. Playford	Vice Chair	09/11/2020
Mrs J. de Weijer		08/11/2021
Mr Colin Davis		08/11/2021
Mr Gareth Morgan		08/11/2021

Headteacher

Mr P. Bourton

Non-teaching Staff (1)

Mr R. Hughes 08/12/2020

Parent (3)

Mrs A. Leeper 02/07/2019
Mr P. Taylor 02/07/2019
Mrs M. Roberts 05/03/2021

Teacher (2)

Mr P Goodison 28/02/2020
Mr D Reeve 28/02/2020

Co-opted (1)

Miss K. Ebbs 08/11/2021

Total Current Governors : 15

Idsall Full Governors

Idsall School Governors (“The Governors”) are required to approve a Governance structure for the School on an annual basis.

The governance structure must be:

- compliant with DfE requirements, company and charity law;
- scalable and so adaptable to growth or change in the Academy Trust;

The proposed structure meets the minimum requirements stated in the Academies’ Financial Handbook and the Articles of Association.

Delegated powers

The Governors have a strategic role in the running of the School.

The Governors may (subject to the Articles of Association) delegate to any Committee, any Governor holding an executive office, or to the Headteacher such of their powers or functions as they consider desirable to be exercised by them.

The Governors have approved a Scheme of Delegation defining the powers and functions that are reserved for the Board and its Committees, which is set out below.

- Any delegated decision must be reported to the next full Board meeting but a decision taken under delegated powers is binding and immediately effective.

Committee Terms of Reference

Achievement & Standards Committee

a) Focus Summary:

The Main Functions of the Committee are:

1. evaluation of standards and achievement;
2. overview of the achievement Section of SEF;
3. ensuring consideration of diversity & inclusion;
4. progress of students with special Educational Needs;
5. monitor and evaluate the progress in the relevant section(s) of the academy improvement plan;
6. any business referred by the Governing Body

b) Membership

The membership of the Committee shall be:

- a) At least five (5) Governors to include the Headteacher
- b) Except for the Headteacher, members shall be appointed annually at the summer term meeting of the Governing Body.
- c) Should a vacancy arise, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next annual review.
- d) The Committee or the Governing Body shall appoint the chairman/chair. The Headteacher or any other person employed at the School may not be appointed as chairman/chair.
- e) The Governing Body will appoint the Clerk who shall not be the Headteacher.

c) Quorum

The quorum for any meeting of the Committee shall be three (3)).

d) Meetings

- a) The Committee shall meet as and when necessary to fulfil its responsibilities at least three times per year.
- b) Meetings of the Committee will be called by the Clerk and seven days' written notice will be given with an explanation of the purpose of the meeting.

e) Proceedings

- a. The Committee shall be conducted in accordance with the School Funding Agreement and Articles of Association and be compliant with Department for Education (DfE) requirements, Company and Charity Law.
- b. Minutes shall be kept of each meeting and shall be presented to the next meeting of the Committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the Governing Body.
- c. Any recommendations shall be reported to the next meeting of the Governing Body for consideration and approval.
- d. The minutes shall be kept in a separate minute book.

TERMS OF REFERENCE

1. To keep under review and evaluate achievement and academic standards of progress in all three key stages and to make recommendations to the Governing Body where necessary
2. To review, and evaluate the standards within all department areas.
3. To review and evaluate specific standards within pupil sub groups such as ability range or gender difference.
4. To specifically review progress of all disadvantaged students
5. To contribute to the review of achievement and standards in the relevant sections of the School's self-evaluation process, and detail of the completed self-evaluation form (SEF).
6. To determine and review relevant targets that the School has set.
7. To consider that the School's curriculum in light of achievement and make relevant recommendations to the teaching and learning Committee.
8. Review and evaluate the progress of SEN throughout the School.
9. Review, amend or implement any policy relevant to this Committee
10. Responsibility for Diversity and Inclusion within the remit of this Committee

Teaching & Learning Committee

1. Focus Summary:

The main functions of this Committee are to:

1. confirm an overview of teaching quality and the effectiveness of Continuous Professional Development (“CPD”);
2. appraisal of teaching and support staff;
3. appointment of staff;
4. approval of changes to the curriculum;
5. overview of the teaching section of the SEF;
6. review and evaluate the progress in the relevant section(s) of the Academy Improvement Plan;
7. ensuring consideration of issues of diversity & inclusion;
8. any business referred by the full Governing Body.

2. Membership

The membership of the Committee shall be:

- a) At least five Governors to include the Headteacher
- b) Except for the Headteacher, members shall be appointed annually at the summer term meeting of the Governing Body.
- c) Should a vacancy arise, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next annual review.
- d) The Committee or the Governing Body shall appoint the chairman/chair. The Headteacher or any other person employed at the School may not be appointed as chairman/chair.
- e) The Governing Body will appoint the Clerk who shall not be the Headteacher.

3. Quorum

The quorum for any meeting of the Committee shall be three (3).

4. Meetings

- a) The Committee shall meet as and when necessary to fulfil its responsibilities at least three times per year.
- b) Meetings of the Committee will be called by the Clerk and seven days’ written notice will be given with an explanation of the purpose of the meeting.

5. Proceedings

- a. The Committee shall be conducted in accordance with the School Funding Agreement and Articles of Association and be compliant with DfE requirements, Company and Charity Law.
- b. Minutes shall be kept of each meeting and shall be presented to the next meeting of the Committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the Governing Body.
- c. Any recommendations shall be submitted to the next meeting of the Governing Body for consideration and approval.
- d. The minutes shall be kept in a separate minute book.

TERMS OF REFERENCE

1. To keep under review the curriculum for the School and to make recommendations to the Governing Body where necessary.
2. To keep under review the standards of teaching within the School and to make recommendations to the Governing Body where necessary.
3. To consider and recommend the teaching section of the academy Improvement Plan and make recommendations to the Governing Body for approval.
4. To keep under review the part of the School's self -evaluation document that relates to the quality of teaching and learning.
5. To review the quality of CPD throughout the School
6. To review standards achieved through teaching and support staff appraisal
7. To consider and make recommendations to the Governing Body on the adoption of policies relevant to this Committee.
8. To determine such relevant targets as the School is required to set (where the Governing Body has chosen to delegate this responsibility).
9. To ensure that the School's curriculum is compatible with the principles of equal opportunity.
10. To ensure provision of religious education is consistent with the agreed syllabus and the requirement to provide a daily act of collective worship.
11. To consider, where appropriate how the School might collaborate with other providers to ensure that all pupils in the area have access to the full range of curriculum opportunities.
12. To consider what range of extra -curricular activities should be offered beyond the School day.
13. To deal with any other teaching & learning matters as may be referred by the Governing Body.
14. Responsibility for Diversity and Inclusion within the remit of this Committee

Finance & Resources Committee

1. Focus Summary:

The main functions of this Committee are to :

1. monitor financial spending and budget setting;
2. procurement of services;
3. establish audit & financial accountabilities;
4. overview of staffing structure and conditions of service;
5. premises development;
6. review and evaluate the progress in the relevant section(s) of the academy Development plan;
7. ensuring consideration of issues of diversity & inclusion;
8. any business referred by the Governing Body.

2. Membership

The membership of the Committee shall be:

- a) At least five Governors to include the Headteacher
- b) Except for the Headteacher, members shall be appointed annually at the summer term meeting of the Governing Body.
- c) Should a vacancy arise, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next annual review.
- d) The Committee or the Governing Body shall appoint the chairman/chair. The Headteacher or any other person employed at the School may not be appointed as chairman/chair.
- e) The Governing Body will appoint the Clerk who shall not be the Headteacher.

3. Quorum

The quorum for any meeting of the Committee shall be three (3)..

4. Meetings

- a) The Committee shall meet as and when necessary to fulfil its responsibilities and at least three times per year.
- b) Meetings of the Committee will be called by the Clerk and seven days' written notice will be given with an explanation of the purpose of the meeting.

5. Proceedings

- a. The Committee shall be conducted in accordance with the School Funding Agreement and Articles of Association and be compliant with DFE requirements, Company and Charity Law.
- b. Minutes shall be kept of each meeting and shall be presented to the next meeting of the Committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the Governing Body.
- c. Any recommendations shall be submitted to the next meeting of the Governing Body for consideration and approval.
- d. The minutes shall be kept in a separate minute book.

TERMS OF REFERENCE

1. To receive reports from the Headteacher on the management of the School's budget.
2. To submit to the Governing Body at the autumn term meeting each year a report on the management of the School's budget in the previous financial year.
3. To prepare and submit to the Governing Body recommendations for the annual budget plan.
4. To review expenditure against the budget plan, to take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the Governing Body.
5. To consider and approve proposals for single items of expenditure in excess of £25,000 which form part of the budget plan.
6. To consider and make recommendations to the Governing Body on proposals to vire a sum exceeding £40,000.
7. To recommend to the Governing Body proposals for the use of any budget surplus, including investment.
8. To prepare any other statements of School accounts as may be required.
9. To deal with any other financial matters which the Governing Body may refer from time to time.
10. To keep under review the strategic development of the School buildings.
11. Through the Headteacher, to authorise action required to carry out repairs in an emergency.
12. To consider and recommend to the Governing Body any proposed improvement projects for which resources might be sought from the LA or from private School funds.
13. To consider Procurement and any issues which may arise from procurement processes.
14. To undertake an annual review of the staffing structure of the School and to recommend to the Governing Body any alterations to the staffing structure for the following year so that proposals can be incorporated in the School's budget plan. Where it is proposed that there will be a reduction or restructuring of the staffing establishment, to ensure that the appropriate staff consultation process is followed.
15. To receive reports from the Headteacher on the management of the School's staffing establishment.
16. To consider and make recommendations on the introduction of or amendments to personnel policies and procedures.
17. To deal with any other personnel matters which the Governing Body may refer from time to time except those which are the specific responsibility of a separate Committee.
18. Review, amend or implement any policy relevant to this Committee
19. Responsibility for Diversity and Inclusion within the remit of this Committee
20. To review the whole school pay policy as appropriate and make recommendations to the governing body for discussion and ratification;

Behaviour & Safety Committee

1. Focus Summary:

The Main Functions of the Committee are:

1. oversight of standards of behaviour and attendance;
2. oversight of levels of exclusions;
3. pupil safety and inclusion;
4. health and safety of school;
5. staff discipline and grievance;
6. Premises maintenance
7. Community engagement
8. safeguarding;
9. monitor and evaluate the progress in the relevant section(s) of the academy improvement plan;
10. behaviour and safety section of the SEF;
11. any business referred by the Governing Body.

2. Membership

- a) At least five Governors to include the Headteacher
- b) Except for the Headteacher, members shall be appointed annually at the summer term meeting of the Governing Body.
- c) Should a vacancy arise, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next annual review.
- d) The Committee or the Governing Body shall appoint the chairman/chair. The Headteacher or any other person employed at the School may not be appointed as chairman/chair.
- e) The Governing Body will appoint the Clerk who shall not be the Headteacher.

3. Quorum

The quorum for any meeting of the Committee shall be three (3).

4. Meetings

- a) The Committee shall meet as and when necessary to fulfil its responsibilities at least three times per year.
- b) Meetings of the Committee will be called by the Clerk and seven days' written notice will be given with an explanation of the purpose of the meeting.

5. Proceedings

- a. The Committee shall be conducted in accordance with the School Funding Agreement and Articles of Association and be compliant with DFEDFE requirements, Company and Charity Law.
- b. Minutes shall be kept of each meeting and shall be presented to the next meeting of the Committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the Governing Body.
- c. Any recommendations shall be submitted to the next meeting of the Governing Body for consideration and approval.
- d. The minutes shall be kept in a separate minute book.

TERMS OF REFERENCE

1. To keep under review standards of behaviour and attendance and to make recommendations to the Governing Body where necessary.
2. To review numbers of pupil exclusions.
3. To review the recording of racist incidents, to make recommendations to the Governing Body and to submit a report each year on such incidents to the autumn term meeting of the Governing Body.
4. To keep under constant review and evaluation pupil safety and inclusion and to make recommendations to the Governing Body where necessary.
5. Review and evaluate safeguarding throughout the School.
6. Review standards of health and safety throughout the School.
7. To recommend to the Governing Body a Security Policy which addresses the security of pupils and staff as well as the protection and maintenance of buildings and property within the existing budget.
8. To consider, review and amend the behaviour and safety section of academy
9. Improvement plan and recommend to the Governing Body for approval.
10. To keep under review the School's self -evaluation process, and detail of the completed self -evaluation form (SEF).
11. To determine and review relevant targets that the School has set.
12. Community issues and community engagement.
13. Staff discipline and grievance policies.
14. Review, amend or implement any policy relevant to this Committee
15. Responsibility for Diversity and Inclusion within the remit of this Committee.

First Committee

1. Focus Summary

The main functions of this Committee are:

- i. to consider any complaints which neither the Headteacher nor the Chair of Governors have been able to resolve following the procedure adopted by the Governing Body;
- ii. to review the Complaints Procedure (annually).
- iii. to enact the operation of the governing body's policies in relation to appraisal, staff discipline and grievance of staff and the exclusion of pupils.

2. Membership

- a) The membership of the Committee shall be:
 - three (3) Governors
 - named reserves, in order of precedence, who shall act if a member of the Committee is unable to attend a meeting.
- b) No Governor employed to work at the School shall be appointed to this Committee.
- c) Members of the Committee shall be appointed annually at the summer term meeting of the Governing Body.
- d) One of those appointed to the Committee shall be appointed as chairman/chair of the Committee *EITHER by the Governing Body OR by the Committee.*
- e) Should a vacancy arise on the Committee a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- g) The Governing Body will appoint the Clerk who cannot be the Headteacher.

3. Quorum

The quorum shall be all three (3) members of the Committee. A named reserve shall take the place of any member of the Committee who is unable to be present at a meeting.

4. Meetings

- a) The Committee shall meet as and when necessary to fulfil its responsibilities.
- b) Meetings of the Committee shall be called by the Clerk of the Committee.

5. Proceedings

- a) The Committee shall be conducted in accordance with the School Funding Agreement and Articles of Association and be compliant with DfE requirements, Company and Charity Law.
- b) Confidential minutes shall be kept of each meeting and shall be circulated to all members of the Committee before being signed by the chairman/chair. A report shall also be submitted to the next meeting of the Governing Body.
- c) The minutes shall be kept in a separate minute book.

TERMS OF REFERENCE

1. In relation to a formal written complaint to acknowledge it, investigate the complaint and send a suitable response to the complainant.
2. Where the complainant requests it, to hear representations from the complainant, the Headteacher and chair of Governors and to send a suitable response to the complainant.
3. To review annually the formal complaints received and to recommend to the Governing Body any changes to the School's policies, practices or procedures.
4. To review annually the School's complaints procedure and the relevant prospectus entry, and recommend to the Governing Body any changes considered necessary.
5. Where the Headteacher:
 - a) excludes any pupil in circumstances where the pupil would, as a result of the exclusion:-
 - i) be excluded from the School for a total of more than 5 School days but not more than 15 School days in any one term, but only if the parent requests a meeting, or
 - ii) lose the opportunity to take any public examination,
 - b) excludes a pupil permanently, or
 - c) decides that any fixed term exclusion of a pupil should be made permanent;

The First Committee shall:

 - i) consider the circumstances in which the pupil was excluded;
 - ii) consider any representations about the exclusion to the Governing Body made by the relevant person
 - iii) allow the relevant person (in the case of a person under the age of 18 his or her parent/carer and in the case of a pupil who has attained the age of 18 the pupil him/herself.) to attend a meeting of the Governing Body and make oral representations about the exclusion;
 - iv) consider any oral representations so made;
 - v) consider whether, provided it is practical to do so, the pupil should be reinstated and if so give an appropriate direction to the Headteacher and inform the relevant person and the LA of their decision. If not they shall inform the relevant person the Headteacher and the LA of their decision and in the case of the pupil who has been permanently excluded give the relevant person written notice of his right of appeal.
6. In the case of all other decisions to exclude made by the Headteacher the Governing Body shall receive any written representations by a relevant person* about the exclusion and shall consider those representations.
7. To agree a submission on behalf of the Governing Body, to nominate a member of the Committee to appear at and to make any arrangements for the Governing Body to be represented at the hearing of any appeal submitted by parents against a decision of this Committee to an independent appeals panel.
8. To hear any appeal by a member of staff employed at the School against the outcome of the appraisal process.

Second Committee

1. Focus Summary

The main function of this Committee is to decide whether to uphold or overturn a decision taken by a the First Committee of the Governing Body which has been referred to this Committee for consideration.

2. Membership

- a) The membership of the Committee shall be:
 - Three (3) Governors (who shall not be members of the First Committee
 - named reserves, in order of precedence, who shall act if a member of the Committee is unable to attend a meeting.
 - No Governor employed at the School shall be appointed to this Committee
- b) Members of the Committee shall be appointed annually at the autumn term meeting of the Governing Body.
- c) One of those appointed to the Committee shall be appointed as chairman/chair of the Committee *EITHER by the Governing Body OR by the Committee.*
- d) Should a vacancy arise on the Committee a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- e) The Governing Body shall appoint the Clerk who cannot be the Headteacher.

3. Quorum

The quorum shall be all three (3) members of the Committee. A named reserve shall take the place of any member of the Committee who is unable to be present at a meeting.

4. Meetings

- a) The Committee shall meet as and when necessary to fulfil its responsibilities.
- b) Meetings of the Committee shall be called by the Clerk of the Committee.

5. Proceedings

- a) The Committee shall be conducted in accordance with the School Funding Agreement and Articles of Association and be compliant with DfE requirements, Company and Charity Law.
- b) Confidential minutes shall be kept of each meeting and shall be circulated to all members of the Committee before being signed by the chairman/chair. A report shall also be submitted to the next meeting of the Governing Body.
- c) The minutes shall be kept in a separate minute book

TERMS OF REFERENCE

1. To hear any appeal arising from the decision of the First Committee or individual governor or the Headteacher in whom any executive power has been vested which it is not the responsibility of any other Committee to hear. Any appeal will be conducted in accordance with the relevant procedure adopted by the Governing Body.
2. Under the disciplinary procedure or capability procedure adopted by the Governing Body to consider any appeal against a disciplinary sanction short of dismissal issued by the head or by the first committee to a member of staff employed at the School for whom the Governing Body has an employment responsibility.
3. Under the disciplinary or other relevant procedures (i.e. relating to redundancy or incapability due to ill health) adopted by the Governing Body, to consider any appeal against a decision of the First Committee to dismiss from their post a member of staff employed at the School and for whom the Governing Body has an employment responsibility.
4. Before taking a decision on any appeal, to give the person concerned an opportunity to make representations or present their grounds for appeal at a formal meeting conducted in accordance with the relevant adopted procedure. (Under the adopted disciplinary procedures the Committee is empowered to issue a disciplinary sanction short of dismissal where it is determined that the member of staff concerned should not be dismissed).
5. To ensure that the member of staff concerned is notified of its decision on the appeal.
6. On behalf of the Governing Body to consider any formal complaints which the Headteacher and chair of Governors have been unable to resolve under the School's complaints procedure.

Head's Performance Management Committee

1. Focus Summary

The main functions of this Committee is to deal with all pay and performance matters relating to the Headteacher and to implement the approved pay policy in respect of the Headteacher's pay.

2. Membership

- a) The membership of the Committee shall be three Governors and one/two named reserve(s) in order of precedence if two, who shall act if a member of the Committee is unable to attend a meeting.
- b) No governor employed to work at the School shall be appointed to this Committee.
- c) Members of the Committee and the named reserve(s) shall be appointed annually at the summer term meeting of the Governing Body.
- d) One of those appointed to the Committee shall be appointed as chairman/chair of the Committee EITHER by the Governing Body OR by the Committee.
- e) Should a vacancy arise on the Committee a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- f) The Governing Body shall appoint the Clerk who shall not be the Headteacher.

3. Quorum

The quorum shall be all three members of the Committee. A named reserve shall take the place of any member of the Committee who is unable to attend a meeting.

4. Meetings

- a) The Committee shall meet as and when necessary to fulfil its responsibilities.
- b) Meetings shall be called by the Clerk of the Committee or and, wherever possible, seven days' written notice should be given to members with an explanation of the purpose of the meeting.

5. Proceedings

- a) The Committee shall be conducted in accordance with the School Funding Agreement and Articles of Association and be compliant with DFEDFE requirements, Company and Charity Law.
- b) Minutes shall be kept of each meeting and shall be circulated to all members of the Committee before being signed by the chairman/chair. A report shall also be submitted to the next meeting of the Governing Body.
- c) The minutes shall be kept in a separate minute book.

Terms of Reference

To operate in accordance with statutory performance management framework and the School's adopted policy as follows:

- to select an external adviser (in all Schools from September 2007 a School Improvement Partner (SIP)) and to take their advice when agreeing objectives and reviewing the Headteacher's performance.
- to agree performance objectives with the Headteacher.
- to conduct the Headteacher's performance review.
- to determine whether the outcome of the Headteacher's performance review meets the criteria for pay progression as covered under the adopted pay policy.

Salaries Committee

1. Focus Summary

The main functions of this Committee is to make all determinations of pay in accordance with the Pay Policy for teaching and support staff.

2. Membership

- a) The membership of each Committee shall be three Governors and one/two named reserve(s) in order of precedence if two, who shall act if a member of the Committee is unable to attend a meeting.
- b) No governor employed to work at the School shall be appointed to this Committee.
- c) Members of the Committee and the named reserve(s) shall be appointed annually at the summer term meeting of the Governing Body.
- d) One of those appointed to the Committee shall be appointed as chairman/chair of the Committee EITHER by the Governing Body OR by the Committee.
- e) Should a vacancy arise on the Committee a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- f) The Governing Body shall appoint the Clerk who shall not be the Headteacher.
- g) The Headteacher shall be entitled to attend meetings of the Committee when the salaries of other staff are being reviewed.

2. Quorum

The quorum shall be all three members of the Committee. A named reserve shall take the place of any member of the Committee who is unable to attend a meeting.

3. Meetings

- a) The Committee shall meet as and when necessary to fulfil its responsibilities.
- b) Meetings shall be called by the Clerk of the Committee or and, wherever possible, seven days' written notice should be given to members with an explanation of the purpose of the meeting.

4. Proceedings

- a) The Committee shall be conducted in accordance with the School Funding Agreement and Articles of Association and be compliant with DFEDFE requirements, Company and Charity Law.
- b) Minutes shall be kept of each meeting and shall be circulated to all members of the Committee before being signed by the chairman/chair. A report shall also be submitted to the next meeting of the Governing Body.
- c) The minutes shall be kept in a separate minute book.

Terms of Reference

To operate in accordance with statutory performance management framework and the School's adopted pay policy as follows:

- To formally acknowledge and make decisions on the head teachers recommendations in relation to teachers performance related pay, in accordance with the STPCD and the Schools Pay policy on an annual basis
- To keep up to date with relevant developments and any legal changes and to advise the governing body when the schools pay policy needs to be revised;
- To seek professional advice as necessary;

Chair of Governors: Job Description

Reports to: The Governing Body of Idsall School

Purpose:

The key roles of the chair¹ are:

- **Leading effective governance:** giving the governing body a clear lead and direction, ensuring that the governors work as an effective team and understand their accountability and the part they play in the strategic leadership of the school and in driving school improvement.
- **Building the team:** attracting governors with the necessary skills and ensuring that tasks are delegated across the governing body so that all members contribute, and feel that their individual skills, knowledge and experience are well used and that the overall workload is shared.
- **Relationship with the headteacher:** Being a critical friend by offering support, challenge and encouragement, holding the headteacher to account and ensuring the headteacher's performance management is rigorous and robust; a good comparison is with the role of the chair of a board of trustees who works with the chief executive of an organisation but does not run day-to-day operations.
- **Improving the school:** ensuring school improvement is the focus of all policy and strategy and that governor scrutiny, monitoring and challenge reflect school improvement priorities.
- **Leading the business:** ensuring that statutory requirements and regulations are met, that the school provides value for money in its use of resources and that governing body business is conducted efficiently and effectively

Responsibilities:

- to make sure that the governing body's affairs are conducted in accordance with the law;
- to take any urgent action necessary on behalf of the governing body, and report it to governors making sure it is fully explained and supported - Chairs (and Vice Chairs in the Chair's absence) have no special power to take decisions on behalf of governors unless there has been a resolution of the whole governing body to delegate a specific authority. However, they do have the power to take action if the matter is urgent and if it concerns one of the functions that can be delegated. The Education (School Government)(England) Regulations 1999 Regulation 43 defines 'urgent' as a case where delay would be seriously harmful to the school, or to any pupil or member of staff, and it would not be reasonably practicable to hold a governors' meeting to resolve the issue.

¹ Sourced from 'Leading governors: The role of the chair of governors in schools and academies' by the National College for Teaching and Leadership

- to help the governing body work as a team - by recognising and using people's strengths, delegating effectively, clarifying objectives and using the whole governing body by creating committees and small groups to develop new ideas, work out plans of action and to cover contentious or difficult areas of planning.
- To ensure that vacancies on the Governing Body are filled in an appropriate and timely manner.
- to ensure that meetings are run effectively - making sure that they start and finish on time, that agenda items are properly introduced, that people are encouraged to contribute and that decisions are taken when necessary and minuted;
- to work with the clerk to enable effective meetings and that the governing body is properly informed of its responsibilities, and to make it clear that all governors must accept collective responsibility for decisions taken at governors' meetings.
- to work with the Head in a non-executive capacity - be available to the Head, make time to listen to concerns and give constructive advice, work together on effective school policies;
- to contribute to the Head's performance management as a part of that Committee.
- 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 LA, be accessible to other governors, staff and parents, meet governors from other schools;
- to use time effectively, their own and other people's - plan the year's cycle of meetings and a timetable for action and reports - plan for effective meetings;
- To engage in a Governor Review with fellow governors on an annual basis.

SKILLS REQUIRED:

Essential

Leadership
 Good written and verbal communication skills
 Organisational ability
 Effective Chairing skills

Desirable

Previous experience as a governor

Vice Chair of Governors: Job Description

Reports to: The Governing Body of Idsall School

Purpose:

The key role of the Vice-Chair is to support the Chair and act a team to ensure the effective functioning of the Governing Board. Together, they should give the Board clear leadership and direction, keeping it focused on its core functions. They should encourage governors to work as an effective team, building their skills, knowledge and experience. Where the Chair is absent from any meeting, or there is at the time a vacancy in the office of the Chair, the Vice-Chair is to act as Chair for all purposes

Responsibilities:

- Take on any specific responsibilities delegated by the Chair.
- Deputise for the Chair during any absence.
- Exercise functions delegated to the Chair in cases of urgency if the Chair is unable to, whether this is due to a vacancy in the office or another reason.
- Work closely with the Chair to establish a constructive relationship and to share responsibilities.
- Undertake relevant development and training to effectively undertake the role.

Committee Membership

<p>Achievement and Standards Committee</p> <p>Mr J. Caine Chair Mr D. Brammer Vice Chair Mr P. Bourton Headteacher Mr P. Goodison Mr P. Taylor Mrs. M. Roberts Mr G. Morgan</p>	<p>Teaching and Learning Committee</p> <p>Mr P. Taylor Chair Mrs M. Roberts Vice Chair Mr P. Bourton Headteacher Mrs A. Leeper Mr D. Reeve Mr J. Caine Mrs J. De Weijer</p>
<p>Finance and Resources Committee</p> <p>Mrs A. Leeper Chair Mr P. Hurlstone Vice Chair Mr P. Bourton Headteacher Mr P. Goodison Mr R. Hughes Miss K. Ebbs Mrs J. De Weijer Mr C. Davis</p>	<p>Behaviour and Safety Committee</p> <p>Mrs R. Playford Chair Mr D. Brammer Vice Chair Mr P. Bourton Headteacher Mr D. Reeve Mr R. Hughes Miss K. Ebbs Mr C. Davis</p>
<p>First Committee</p> <p>Mr J. Caine Mrs R. Playford Mr P. Hurlstone</p> <p>Reserves: Mrs M. Roberts Mr P. Taylor Mr C. Davis Miss K. Ebbs</p>	<p>Second Committee</p> <p>Mr D. Brammer Mrs J. De Weijer Mrs A. Leeper</p> <p>Reserves: Same as First Committee but if members have been used at a First Committee hearing, they would not be able to be part of the Second Committee for that issue.</p>
<p>Salaries Committee</p> <p>Mr D. Brammer Chair Mrs M. Roberts Mrs A. Leeper</p> <p>Reserves: Mr P. Taylor Mrs J. De Weijer</p>	<p>Heads Performance Management Committee</p> <p>Mr D. Brammer Chair Miss K. Ebbs. Mrs R. Playford</p> <p>Reserves: Mr J. Caine Mr C. Davis</p>