



## **Radleys Primary School**

### **Vice-chair: job description**

Besides deputising for the chair, the vice-chair may also be requested to take on some of the chair's work:

A chair and vice-chair may work more effectively as a team and agree to divide up the chair's responsibilities between them. In doing this the chair cannot delegate their statutory responsibilities to the vice-chair.

### **Liaising on a regular basis with the chair and Head Teacher**

- The responsibilities of a vice-chair include:
- Liaising on a regular basis with the chair and Head Teacher in order to be fully informed
- Taking on responsibilities delegated by the chair
- Deputising for the chair in his/her absence
- Establishing and fostering an effective relationship with the Head Teacher based on trust and mutual respect for each other's roles
- Being seen in school regularly, attending school functions, working with the LA, being accessible to other governors, staff and parents and meeting governors from other schools
- -Using time effectively by planning the year's cycle of meetings and a timetable for action in conjunction with the chair
- Ensuring governors' participation in and between meeting
- Acting as new governor mentor
- Acting as link training governor
- Listening and being a critical friend to the Head Teacher
- Attending LA briefings

### **Skills**

- Impartiality
- Delegation.

### **Supporting the chair in the conduct of meetings**

- Supporting the chair in the conduct of meetings
- Ensuring governors' participation in and between meetings
- Welcoming and inducting new governors
- Ensuring that committees and working parties are working effectively and to their terms of reference
- Listening and being a critical friend to the chair

These responsibilities have been designed to ensure that the vice-chair can play an important role in an effective governing body.

## Being an effective vice-chair:

Expectations	Actions and strategies
The governing body defines the role of the vice-chair	Agree and publish the job description Include the definition in relevant documents
The vice-chair actively develops knowledge, skills and understanding to share the workload with the chair and governing body	Review the chair's workload to establish tasks you could take on Attend relevant training/briefings Join meetings with the chair and Head Teacher Link with vice-chairs of other governing bodies Ensure you keep abreast of school issues
The vice-chair shares the workload with the chair. The chair delegates tasks and responsibilities to the governing body	Maximise effectiveness of communication between you and the chair Take on specific responsibility, e.g. mentor for new governors Chair particular agenda items Chair some full governing body meetings Hand over role to well-prepared successor(s) If still a governor after handover, serve as mentor to other governors
The vice-chair has a positive impact on the effectiveness of the governing body	Through discussions with one or more other governors, including the chair, identify what has gone well and what could be improved