

VICE CHAIR OF GOVERNORS

REPORTING TO: CHAIR OF GOVERNING BODY

Overview of Role:

“Effective governance provides strategic direction and control to schools, academies and Multi-Academy Trusts (MATs). It creates robust accountability, oversight and assurance for their education and financial performance and is ambitious for all children and young people to achieve the very best outcomes.” (DfE 2017 P4)

This role description is underpinned by Competency Framework for Governance (January 2017) (Annex A)

Role Description:

The vice-chair of the governing body will undertake the following roles:

KNOWLEDGE AND UNDERSTANDING OF PRIMARY EDUCATION

- To engage with education issues both at a local and national level through engagement with relevant policies, reports and media coverage
- To be aware of the statutory requirements of primary schools
- To know and comply with up to date safeguarding policy and requirements
- To be aware of, and engage with the framework for schools inspections (Ofsted)
- To seek support and signposting where you are unfamiliar with educational changes/policy, asking questions

KNOWLEDGE AND UNDERSTANDING OF SCHOOL DATA AND INFORMATION

- To be aware of, engage with, and question the School Evaluation Form (SEF)
- To be aware of, and engage with, and question the School Improvement Plan (SIP); linking any monitoring undertaken to the SIP
- To attend, whenever possible, Pupil Progress Meetings
- To be aware of, and engage with, key school data sets including; Good Level of Development, Phonics pass rate, KS1 and KS2 SATs outcomes, attendance and exclusion rates...
- To access and engage with the RAISEonline data.
- To know how the school spends its Pupil Premium money and hold the school to account for this.
- To know how the school spends its Sports Premium money and hold the school to account for this.
- To undertake Headteacher Performance Management as part of the Headteacher Appraisal Panel

CONTRIBUTION TO THE GOVERNING BODY

- To know and participate in, and shape the governance model adopted by St John's Governing Body
- To attend, and positively contribute to governing body meetings
- To deputise for the Chair of Governors when required
- To undertake the specific role/s allocated to you within the governing body conducting regular monitoring of these areas in line with the SIP
- To complete visit reports for each monitoring visit on the agreed template and submitting these to the Clerk
- To report key information, achievements and challenges to the Governing Body as requested
- To support/attend school events where possible e.g. school productions, parent meetings, staff INSET days...
- To support the school in being able to offer the best education for its pupils within the remit of your role as Governor
- To present challenge to the school in line with the SEF and SIP, in order to further improve its provision and outcomes
- To work alongside the Chair to ensure all aspects of the governing body roles have been undertaken effectively
- To attend, where possible, and contribute to external meetings and scrutiny events e.g. DfE visits, Ofsted, Local Authority visits..., supporting the Chair of Governors in leading meetings and by leading meetings.

- To provide written records of engagement within your role on the Governing Body when requested
- To buddy/mentor newly appointed governors when required to do so
- To sit as a member of, and contribute effectively to panels and committees as required for and, on behalf of St John's
- To chair panels and committees as required for and, on behalf of, St John's
- To set the school budget along with the governing body and ensure that this is robustly monitored ensuring minimal financial risk and optimum value for money is achieved.

PERSONAL PROFESSIONAL DEVELOPMENT

- To engage with relevant professional development activities which support and develop you in your governance role.
- To submit evidence of engagement with training in a timely manner
- To complete an annual skills audit – using this to influence professional development activities
- To gain feedback from a variety of stakeholders about your performance on a regular basis
- To contribute to an annual evaluation of the governing body

EXPECTATIONS

- All those serving on the Governing Body of St John's CofE Primary School must fulfill their duties in line with the **7 principles of public life:**

Selflessness: *act solely in terms of the public interest*

Integrity: *avoid placing yourself under any obligation to people or organisations that might try inappropriately to influence you in your work. You must not act or take decision in order to gain financial or material benefits for yourself, family or friends. You must declare and resolve any interests and relationships.*

Objectivity: *You must take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.*

Accountability: *You are accountable to the public for your decisions and actions and you must submit yourself to the scrutiny necessary to ensure this.*

Openness: *You should act and take decisions in an open and transparent manner. You should not withhold information from the public unless there are clear and lawful reasons for doing so.*

Honesty: *You should be truthful*

Leadership: *You should exhibit the above 6 principles in your own behavior. You should actively promote and robustly support the principles and be willing to challenge poor behavior wherever it occurs.*

(Adapted from Committee of Standards in Public Life 1995)

- To uphold the Governor Code of Conduct (Appendix B)

SUPPORT

- Access to Kent CC Governor professional development sessions
- Administrative support from the school admin team when relevant and required
- Able to claim relevant expenses of costs incurred whilst undertaking your role as Governor
- Buddy and/or mentor support when new/undertaking a new role