



Headteacher: Mrs. Diane Frainer
Hertfordshire County Council

York Road Nursery School
York Road, Hitchin, Herts., SG5 1XA
Tel. 01462 459 127
Email: head@yorkroad.herts.sch.uk

Vice Chair of Governors – Role Description

A vice chair will:

- Develop a close working relationship with the chair
- Support the chair in ensuring the governing board (board) functions effectively
- Take on responsibilities delegated by the chair and deputise as required

Purpose: together with the chair the vice chair will lead and develop the governing board of the school

- To liaise on a regular basis with the chair and head to ensure the vice chair is fully informed
- To establish and foster an effective relationship with the head teacher based on trust and mutual respect for each other's roles
- To be seen in school regularly, attend school functions or make sure another governor represents them, work with the Local Authority, be accessible to other governors, staff and parents and meet governors from other schools
- To use time effectively by planning the year's cycle of meetings and a timetable for action in conjunction with the chair
- Ensure governors' participation in and between meetings, including monitoring governor visits, provides a summary to each FBG
- To act as new governor mentor
- To work with link training governor to ensure governor are offered and take up appropriate training for the roles they undertake
- To ensure all governors/trustees receive appropriate induction, ongoing training as needed and have a thorough understanding of their role. They will need to work closely with the Governor Development Co-ordinator.
- To occasionally take the lead in representing the board at relevant external meetings/partners e.g. Ofsted, Herts for Learning, the Department for Education and the local authority.
- Responsible for following up governor visits- ensuring that governors attend once a term in their Link Role.
- Listen and be a critical friend to the SLT.
- Sit on the Finance Committee if relevant to their skills set.

In the chair's absence the vice chair will

- Act as chair for any meeting of the board
- Make the casting vote when a vote is tied

At times when the office of the chair is vacant, the vice-chair will:

- Act as chair for all purposes

Person Specification

- Strong personal ethic and integrity.
- Committed to the school.
- Excellent communication and organisational skills.
- People skills and emotionally resilient.
- Good understanding of the environment in which the school is operating and wider education policy.
- Negotiation and diplomacy skills plus the ability to have courageous conversations and make courageous decisions.
- Good understanding of the legal responsibilities of the governing board as both individuals and a corporate entity.
- Ability to think strategically.
- Good time management.
- Capacity to process information quickly and understand relevant data.
- Basic financial knowledge/experience.
- Knowing where to find information and advice.
- Asking for support early when problems or issues emerge, to prevent further difficulties.