



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

## Chair of Governors – Role Description

The chair leads the governing board (board) to ensure that it fulfils its functions and responsibilities effectively and delivers the school's ethos and vision.

An effective chair will work well with school leaders to advise and shape proposals to be discussed at the full governing board meetings. They ensure that governors are working as a team to challenge, support and contribute to the strategic leadership of the school. As well as leader of the governing board, the chair will be at times a confidante, a manager, a critical friend, an ambassador, an arbitrator, and a role model.

The expected time commitment is likely to be around 30 days per year. This is made up of preparation and participation in full governing board and sub-committee meetings, regular contact with the headteacher, school visits / events, and ad hoc meetings with parents and external parties, such as Herts Improvement Partners and community stakeholders.

All governors are expected to have a commitment to diversity and equal opportunities. This is to ensure that the board fully represents the community that they serve.

Holding the headteacher to account for the educational performance of the pupils and performance management of the staff

The Chair will provide effective oversight of the school's financial performance and ensuring value for money and work with the headteacher to promote and maintain the highest educational standards.

Set high expectations for professional governance.

Make sure everyone is actively contributing their skills and experience and actively participating in meetings and committees.

Make sure new governors are properly inducted and that all governors receive appropriate training, development, and experience. Have honest conversations with ineffective members of the board as required.

Work with the clerk to make sure the right data is accessible to the right people. decisions on behalf of the governing board in cases of urgency.

## Role purpose

### The chair will lead and develop the governing board of the school

- Provide leadership and direction to the governing board, keeping it focused on its core educational, financial, and safeguarding responsibilities.
- Be responsible for ensuring that governors work as part of an effective team and fulfil their functions to achieve effective governance of the school.

- Ensure that school improvement is the focus of all policy and strategy and that governor scrutiny, monitoring and challenge reflect school improvement priorities.
- hold the headteacher to account for the educational performance of the school and its students, and for the performance management of staff.
- ensure oversight of the financial and operational performance of the school so that the school's leadership team are making the most effective use of the school's human, financial, and physical resources.
- Ensure that all statutory and regulatory requirements are fully met, in its use of resources.
- Make governing board members feel valued and motivated to give of their best.
- Ensure the governing board has the required skills to perform its role effectively, and where skills gaps are identified, that suitable training and development activities are carried out.
- Promote a culture of self-development, mutual support and mentoring within the governing board.
- Ensure members of the governing board act appropriately, in line with the governor code of conduct.
- The chair will work with the vice-chair to:
  - Ensure an efficient and effective committee structure, with clear terms of reference that allow the governing board to execute its governance responsibilities.
  - Ensure there is a clear understanding of the roles and responsibilities of all governors
  - Delegate tasks and responsibilities to them as appropriate

### **Leading school improvement**

- Ensure that the board provides input at both the strategic and operational level in the school's self-evaluation processes, the development and execution of the School Development Plan (SDP), and that this feeds directly into the key priorities for the governing board and its committees.
- Lead governors in monitoring the headteacher's implementation of the school's strategy (SDP).
- Ensure that governing board business is appropriately balanced between strategic priorities, operational goals, opportunities, challenges and risks.
- Ensure the governing board has mechanisms in place to obtain and listen to the views of parents, students and staff.

### **Working together**

#### ***The Chair and the governing board***

- With the headteacher, vice-chair and clerk, agree the content of the board meetings to ensure that agendas are relevant and focused on key responsibilities and strategic priorities.
- Ensure that board meetings are chaired effectively, promoting a culture of open and honest discussion, that allows ideas and discussion to thrive whilst ensuring clear decisions are reached as quickly as possible.
- Ensure that governors and the headteacher have a shared sense of purpose.

#### ***The Chair and headteacher***

- Build a professional relationship with the headteacher which allows for honest and open conversations, act as a sounding board and offer guidance, advice and direction where required.
- Meet with the headteacher, to review progress, discuss challenges and opportunities and identify and address risk issues.
- Ensure appropriate governor involvement in the recruitment of the school's senior leaders.
- Continuing participate in the headteacher's performance review, ensuring that appropriate CPD (continuing professional development) is provided.
- If required, play a lead role in any decision to discipline, suspend or remove the headteacher.

## **The Chair and other stakeholders**

- Ensure the board implements initiatives that embed the school in the local community in a positive manner and finding opportunities to facilitate community cohesion.
- Where required, represent the governing board and be an advocate for the school in its relationships with its stakeholders.
- Represent the governing board at school activities and functions (plays, sports days, prize giving, special assemblies) and encourage other governors to do so.
- Ensure that any formal complaints, disciplinary appeals and other statutory responsibilities are dealt with in a timely, fair and open manner. Where appropriate, meet directly with complainants and where possible attempt to resolve issues in an informal manner.

## **Person Specification**

- Excellent leadership skills.
- 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.
- Attend relevant training.

## **How to apply**

If you are interested in this role it would be great to hear from you. Please contact [head@yorkroad.herts.sch.uk](mailto:head@yorkroad.herts.sch.uk) to arrange a time to speak to Diane Frainer