



Better Never Stops – Mastery Curriculum in the Pursuit of Excellence

Penn Wood Role Description: Vice- Chair of Governors

General:

The role Vice-Chair of Governors is deputise and lead the governing board in the absence of the CoG, as applicable according to the length of absence ensuring:

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- the headteacher is held to account for the educational performance of the school and its pupils
- the continual professional development of staff and governors
- approval of statutory school policies
- statutory responsibilities are met
- a register of pecuniary and business interests for Governors and staff is kept and is open to inspection
- that progress from the latest Ofsted report is monitored and evaluated
- the SEF is a working document that is constantly updated and used to inform school development planning
- compliance with SFVS
- the effectiveness of the PFI contract
- that the Health & Safety policy is reviewed annually and implemented by the school
- that all governors undertake a skills audit and the governing body undertakes self-evaluation of its effectiveness
- the school is supported and challenged in its drive towards electronic communication of letters, text messaging absence and on-line reporting

Staff & Pupils

The role Chair of Governors is to lead the governing body ensuring:

- the determination of the staff complement
- an annual review of staff performance in line with the school's performance management policy
- an agreed pay policy and pay discretions
- agree attendance targets annually and monitor progress towards their attainment
- persistent absence and extended leave is monitored and dealt with
- high standards of performance for all staff and children in the school
- approval of targets for pupil attainment
- agreeing attendance targets annually and monitor progress towards their attainment
- monitoring of persistent absence, extended leave and exclusions
- an annual review of the behaviour and anti-bullying policy
- behavioural and racist incidents are logged
- the Implementation of the Conditions of Service to include:
 - an up to date Pay Policy and Staffing Policy
 - good appointments and promotion procedures

- staff salary reviews where appropriate.
- oversight of performance review and training priorities.
- oversight of staff pastoral matters
- negotiation with agreed professional and other representative bodies over staffing matters e.g. consideration with regard to redundancy and early retirement
- contracts of employment and job descriptions for all staff
- an annual review of the schools Grievance Procedures and the Disciplinary Rules for Staff to include
- an Appeals Policy - ensuring that steps are taken to make known such procedures to members of the staff of the school
- grievance appeals
- consideration of such cases as may be referred to it by the Headteacher, or as its members may decide to consider
- consideration with regard to redundancy and early retirement
- the school is staffed to meet the effective and efficient delivery of the National Curriculum

Curriculum:

The school curriculum comprises all learning and other experiences that each school provides for its pupils. The Chair of Governors will lead the Governing Board to ensure it is responsible for issues relating to pupils and the curriculum, including ensuring the school:

- has an agreed the curriculum policy
- monitors standards
- complies with the requirements of the National Curriculum
- implements an effective Assessment Policy
- has provisions and policy on Sex and Relationships Education (SRE), Collective Worship and Religious Education.
- has effective provision for pupils with Special Educational Needs and Disabilities (SEND) and Able and Talented Pupils.

Note:

The role of governor is largely a thinking and questioning role, not a doing a role.

A governor does **NOT**:

- Write school policies
- Undertake audits of any sort – whether financial or health & safety – even if the governor has the relevant professional experience
- Spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school
- Fundraise – this is the role of the PTA – the governing body should consider income streams and the potential for income generation, but not carry out fundraising tasks
- Undertake classroom observations to make judgement on the quality of teaching – the governing body monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
- Do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing body need to consider and rectify this.

