



Kingsholm C of E Primary School and Nursery

Vice-Chair(s) of Governing Board Role Description

Purpose of the role

The purpose of the vice chair's role is to:

- act as a sounding board for the chair
- share tasks with the chair when agreed, ensuring a manageable workload
- be the chair's deputy in times of absence

Duties of the Vice-Chair(s)

The vice chair carries out all the duties that are expected of a governor. In addition, they will

- work alongside the chair building good professional relationships with the headteacher, senior leadership team and clerk
- attend meetings with the chair and headteacher on a regular basis
- continue to build a knowledge and understanding of wider educational issues locally and nationally
- access training and networks, and sourcing information as appropriate to further develop leadership skills for the role of chair and be prepared to shadow the chair.

In addition, it has been decided to delegate specific tasks or responsibilities to the vice chair. This includes:

- co-ordinating the induction of new governors
- co-ordinating and monitoring the training and development of individual governors and the governing body to help with the development of the governing board
- leading working parties of governors on short term projects when needed
- chairing panels when needed
- working with the chair to develop sustainable succession planning for the board
- developing the governors secure area on school website

Written by	Chair of Governors – Jane Springham
Policy reference material, guidance or link policies	NGA the role of the vice chair 2020
Reviewed by	Headteacher Vice-Chairs
Ratified by	Full Governing Body
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