

Oldfield School Governor Role Specification

Governor Role	Chair of Governors	Name of Governor: Stuart Weatherall
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In addition to the responsibilities outlined in the general role specification for lay governors, the Chair of Governors will undertake the following duties:

Main Responsibilities of Role	
1.	Be a member of the Academy Trust and to have signing powers as a Director of the Academy.
2.	Ensure that the Academy complies with the Funding Agreement, Articles of Association, and Academies Act 2010. To be the prime point of contact for the Education Funding Authority (EFA) in all matters to do with compliance with the Act
3.	Take full account of, and act in the best interests, of all Academy stakeholders including: students, parents, staff, and the local community to ensure that the Academy attains and maintains the highest levels of standards, accountability, and transparency
4.	Ensure that the Governing Body properly hold the Head Teacher and Senior Leadership Team to account by fulfilling the role of “Critical Friend”, to ensure that the executive powers delegated to both to undertake their operational role in the day-to-day running of the Academy are being correctly and legally discharged in accordance with the 2010 Academies Act
5.	For the duration of the Interim Academy Board (IAB) currently expected to be until the end of August 2015, the Chair of Governors will be a member of this board in order to implement the Action Plan raised to address findings made by the December 2013 Ofsted Section 8 inspection into Safeguarding (issued February 2014) and the March 2014 Review of Governance, the subsequent report and the Pre-Warning Letter issued to the Oldfield Governing Body by Lord Nash in April 2014
6.	Work closely with the IAB, National Leader of Governance (NGL) and Professor Emeritus of Bath Spa University to improve governance of the Academy and implement both the actions required by the Pre-Warning Letter and Review Report by the stated deadlines, and to further embed best practice in all areas of governance
7.	In conjunction with members of the IAB, the Chair of Governors will oversee the succession plan for the appointment of a replacement head teacher
8.	Attend monthly meetings with the Head Teacher and Vice Chair, or more frequently as required
9.	Undertake performance management for the Head Teacher with the Vice Chair
10.	Chair the Remunerations Committee
11.	Chair the Full Governing Body Committee meetings
12.	Attend Senior Leadership Team meetings at the request of the Head Teacher
13.	Hold a copy of the school’s Contingency Plan and be the first point of contact in case of emergency, strike action, and (possibly) inclement weather
14.	In order to properly fulfil the role of Chair of Governors, the incumbent is expected to have a holistic, working knowledge of all areas of the school
15.	Attend meetings of other Governor Committees: Curriculum, Personnel, Finance & General Purposes (F&GP)
16.	Has overarching responsibility that parents’ complaints / staff grievances are fully compliant with the Academy’s Funding Agreement. Conduct evaluation to ensure that all school policies and procedures are fit for purpose
17.	To keep abreast of all statutory changes in school governance as mandated by the government / DfE and to communicate all significant changes to the IAB / Full Governing

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	Body
18.	Ensure that all training is kept current and refreshed as necessary (detailed at Annex A)
19.	Set the 12 month forward plan for FGB business by September each year.
20.	With the Vice-Chair, conduct annual appraisals for Lead Safeguarding Governor and Chairs of Curriculum, Personnel and F&GP Committees.

Annex A

Training for Role

Training Course	Provider	When	Where
Basic Safeguarding Awareness (4 modules c.90 mins each)	Via NSPCC & Educare	Immediately	E-Learning through portal
Safer Recruitment	B&NES	As soon as possible	http://www.education.gov.uk/e-learning/login/index.php
Safeguarding & Promoting Child Welfare	B&NES	Immediately	www.moderngovernor.com
Chairs' Network	B&NES	Periodically	Fry's Conference Centre, Keynsham
Exclusions	B&NES	See B&NES see training programme	Fry's Conference Centre, Keynsham
Strategic Briefing for Chairs of Governors	B&NES	Periodically	Fry's Conference Centre, Keynsham
Head Teacher Appraisal Training	B&NES	Periodically see training programme	Fry's Conference Centre, Keynsham
Chairs and Clerks : Working together & Understanding new regulations and how they affect what we do!*	B&NES	see training programme	Fry's Conference Centre, Keynsham
RAISEonline Secondary + post 16	B&NES	see training programme	Fry's Conference Centre, Keynsham

Additional guidance for safeguarding can be obtained from the National Governors' Association (NGA) and National Leader of Governance (NLG).

DECLARATION

I, [Name], confirm that I have read the above role specification and fully understand the role and responsibilities of Chair of Governors and agree to undertake them in good faith and to the best of my ability.

Signed _____ Date _____