

Oldfield School Governor Role Specification

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

Main Responsibilities of Role	
1.	Attend a monthly meeting with the Chair of Governors and Head Teacher
2.	Attend each committee meeting (although this can be covered by arrangement with the Chair so that either the Vice Chair or Chair is present at each meeting)
3.	Provide support and challenge to the Chair of Governors in the undertaking of his / her duties and to communicate regularly with the Chair and the remainder of the Governing Body so that the Chair is not isolated in his or her role. This could include acting as a "Critical Friend" to the Chair.
4.	To deputise for the Chair in the full range of the Chair's duties during sickness or absence
5.	To assist the Chair in Succession Planning for both the Head Teacher and the posts of Chair and Vice Chair
6.	Aid the Chair in investigating parents' complaints / staff grievances to ensure that the associated procedures and policies are fit for purpose and complied with.
7.	Hold a copy of the full School Development Plan (SDP) and have a thorough working knowledge of all objectives of all faculty areas, alongside a good working knowledge of all areas of the school
8.	Undertake additional training (detailed at Annex A) to enable the incumbent to provide proper support and challenge to the Chair, ensuring that training remains current and regularly refreshed where appropriate
9.	Assist the Chair in managing the Head Teacher's performance
10.	Play a key role in appraising the performance of the Chair
11.	Attend the appraisal meetings for SLT members as agreed with Chair
12.	Co-ordinate governor induction
13.	In consultation with the Chair, conduct Annual Appraisals of governors, including committee chairs and the Lead Safeguarding Governor.

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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
Exclusions	B&NES	See B&NES see training programme	Fry's Conference Centre, Keynsham
Head Teacher Appraisal Training	B&NES	Periodically 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 Vice Chair of Governors and agree to undertake them in good faith and to the best of my ability.

Signed _____ Date _____