

# **Governor Role Description: Vice Chair of Governors x2**

## **All governors are expected to:-**

- Attend all FGB meetings
- Undertake regular training
- Read circulated documentation prior to meetings
- Participate in discussions offering ideas and asking questions for clarity as well as challenge
- Make a governor visit to school at least termly
- Take responsibility for supporting/monitoring at least one specific area
- Participate in panels/working groups to support the work of the GB
- Comply with the Code of Conduct.

## **The Vice Chair of Governors for Governor Business will**

- Be prepared to run meetings in the absence of the Chair of Governors
- Work closely with the CoG and clerk to ensure smooth organisation and management of the GB
- Progress chase governor actions/reports as agreed at previous meetings to ensure timely completion of actions and up to date information
- Encourage all governors to make timely visits to school to monitor SDP priorities and promote training opportunities too appropriate governors.
- Keep up to date with changes/expectations/ news for governance and share information with all governors by checking NGA website, participating in training e.g. for effective governance
- Work closely with the Clerk to ensure good induction for new governors on the role of governors.

## **The Vice Chair of Governors for Educational Development will**

- Be prepared to run meetings in the absence of the Chair of Governors
- Work closely with the CoG and Clerk to ensure smooth organisation and management of the GB
- Keep up to date with changes/expectations/ news on educational developments by checking DfE website, TES and other educational journals, participate in training e.g. for changes to OFSTED, Curriculum expectation etc.
- Share information with all governors and update on implications for Moss Lane
- Work closely with the Clerk to ensure good induction for new governors on the educational context.