

## Helpful Hints for Chairs and Vice Chairs

Congratulations on your appointment!

You may find the following list of attributes that a good Chair undertakes helpful:

- Build an effective partnership between the governing body and the headteacher and leadership team;
- Lead the governing body in organising its structure and workload, ensuring the governing body fulfils its statutory responsibilities;
- Review the effectiveness of the governing body;
- Meetings are scheduled to link with the school improvement cycle;
- Communicates clearly and diplomatically, listen to others;
- Empower others to participate fully;
- Ensure good time management;
- Summarise discussion and move to agreed action;
- Develop a knowledge of education and legislation;
- Share information;
- Act as contact point and spokesperson on behalf of the governing body;
- Attend termly meeting with senior officers of the LA;
- Take action only if specifically requested by the governing body on an item that can be delegated, or in an emergency when there is insufficient time to call a meeting and no action could be detrimental to the school;\*
- Attend Chairs training or access a programme online through Governors e- learning (GEL)[www.elc-gel.org](http://www.elc-gel.org);
- Meets with the School Improvement Partner as invited;
- Consideration be given to what remains confidential with the headteacher and what should be shared with the governing body;

\* Governing bodies are corporate bodies, and individuals have no power or right to make decisions on behalf of the governing body, unless the governing body has delegated a specific function to them. However the Chair does have the power to take action if the matter is urgent (defined in the guide to the law as where a delay is likely to be seriously detrimental, and it would not be reasonably practicable to hold a governors' meeting to resolve the issue)

**Any urgent action the Chair takes on behalf of the governing body must be reported at the next meeting.**