

ROLES AND RESPONSIBILITIES OF MEMBERS OF THE GOVERNING BODY

The role of the chair of the governing body

- To ensure the business of the governing body is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the headteacher based on trust and mutual respect for each other's roles. The chair has an important role in ensuring that the governing body acts as a sounding board to the headteacher and provides strategic direction
- To make any determination or decision under the governing body's General Complaints Procedure for Parents and others
- To make any determination or decision under the governing body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications
- To make any determination or decision in relation to the operation of the governing body's charging policy.

Disqualification: the headteacher, staff governors, pupils and staff members.

The role of the vice-chair of the governing body

- To assist the chair in the effective running of the governing body
- To deputize for the chair in their absence
- To oversee the induction of new governors
- To oversee the training and development of governors.

Disqualification: the headteacher, staff governors, pupils and staff members.

The role of the clerk to the governing body

- To work effectively with the chair of governors, the other governors and the headteacher to support the governing body.
- To advise the governing body on constitutional and procedural matters, duties and powers.
- To convene meetings of the governing body.
- To attend meetings of the governing body and ensure minutes are taken.
- To maintain a register of members of the governing body and report vacancies to the governing body.

- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the governing body from time to time.

Disqualification: governors, associate members and the headteacher.

The role of the chair of a committee

- To ensure the business of the committee is conducted properly, in accordance with legal requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the headteacher.

Disqualification: none.

The role of the clerk to a committee

- To advise the committee on procedural and legal matters.
- To convene meetings of the committee.
- To attend meetings of the committee and ensure minutes are taken.
- To perform such other functions with respect to the committee as may be determined by the governing body from time to time.

Disqualification: the headteacher.

Delegation of responsibility to individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference:

- To liaise with the appropriate member(s) of staff.
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school.
- To regularly report to the governing body, the relevant committee or whichever body the governing body deems most appropriate on developments and progress within their area of responsibility.
- To raise the profile of the area of responsibility when related matters are considered by the governing body.
- To undertake training as appropriate.
- To undertake any other tasks which the governing body may wish to include.

The functions that can be delegated to a committee but cannot be delegated to an individual include the following:

- the alteration, closure or change of category of maintained schools
- the approval of the first formal budget plan of the financial year

- school discipline policies
- the exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- admissions.

Any individual to whom a decision has been delegated must report to the governing body in respect of any action taken or decision made. The governing body can still perform functions it has delegated, which enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated. For instance, the governing body can decide to move (“vire”) money from one budget heading to another in light of changing circumstances, even if the function of approving and monitoring the budget has been delegated to a committee.