

# Role Description Chair of Governors

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**Role Description: BDAT Academy Chair of Governors**

**Accountable to:** Chair of BDAT Trust

## **Background**

BDAT exists to raise standards and ensure all our Academies deliver high quality education.

As part of a Multi-Academy Trust, BDAT appoints all Chairs of Governors to our Academies. This means they have a dual role of representing the Trust and the Academy at Local Governing Body level.

This Chair of Governors role description is designed to set out the expectations and requirements of a BDAT Chair of Academy Governing Body. This document should be read in conjunction with the Governors role description as the Chair is expected to act as both the leader of, and a member of, the governing body.

## **Summary**

Chairs act within a scheme of delegated authority to:

- Provide strategic direction for the Academy, in line with BDAT's organisational mission and strategic objectives.
- Provide strong support and challenge to the Academy Principal, holding the senior leadership team to account and constantly seeking to raise standards.
- Provide leadership to the Academy's Local Governing Body, working closely with other Governors and the Academy Principal
- Ensure accountability to enable the Academy to reach operational and educational excellence.

## **Chair of Governors Responsibilities and Duties**

In addition to the role of a Governor, a BDAT Chair of Governor must lead the Local Governing Body in:

- Ensuring clarity of vision, ethos and strategic direction of the Academy, in line with BDATs overall mission and strategic objectives.
- Contributing to the Academy's self-evaluation and understand its strengths and weaknesses, including the impact of the Local Governing Body.
- Continually monitor the implementation of agreed actions and the impact of these actions on the Academy.
- Supporting and strengthening Academy leadership, including the development of your individual and the collective skills of the Local Governing Body.
- Providing challenge and holding the Principal and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and

safety, by using the Ofsted data dashboard, other progress data, examination outcomes and test results.

- Using performance management systems to improve teaching, leadership and management. Principal appraisal is done jointly with the Executive Officer of the Trust as per the BDAT Appraisal policy
- Ensuring that the pupil premium and other resources are used effectively to overcome barriers to learning.
- Ensuring solvency and probity and that the financial resources made available to the Academy are managed effectively and in line with the Academy and BDAT organisational business plan and scheme of delegation.
- Monitoring the implementation of local policies and procedures including Health and Safety, Risk Management Plan, Equality and Protection/ Safeguarding, ensuring that all staff and pupils are safe and treated fairly.
- Contributing to effective communication with key stakeholders of the Academy, including parents/ carers, students, and staff, ensuring that they have an opportunity to have play a role in the life of the Academy.

In addition, the Chair of Governor must:

- Share the values of BDAT and promote these within the Local Governing Body and Academy, and lead the Local Governing Body in ensuring that all actions contribute to the strategic objectives of the Academy and BDAT.
- Ensure that the Local Governing Body operates within the scheme of delegated authority, as set out by BDAT's Board of Trustees. This includes all relevant reporting of key actions or decisions, as set out within the scheme.
- Act as a key link and communicator between the local governing body and the BDAT Board of Trustees, recognising the role the local governing body plays as operational lead for the school within the scheme of delegation.
- Ensure that meetings are run effectively, focussing on priorities and making the best use of time available, and ensure that all members have an equal opportunity to participate in discussion and decision making.
- Ensure that the Academy's budget is submitted to Head Office at least two months prior to the end of the academic year.
- Ensure that governors receive all relevant information and materials from the Academy and BDAT board.
- Establish an effective relationship with the Principal based on trust and mutual respect for each other's roles.
- Co-ordinate the governing body role in OFSTED inspections.
- Involve the Vice Chair so that s/he is in a position to act if you are not available.
- Ask challenging questions, press for improvement, test out the resource implications of plans and ensure that the Academy is viable and can deliver BDAT's core mission.
- Discuss, question and seek to refine proposals whilst respecting the professional roles of the Principal and staff.
- Support new Governors through an appropriate induction process.
- Read all papers thoroughly before each meeting and develop and agree the agenda with the Principal of the Academy.

### **Time Commitment**

- To attend and Chair Full Governing Body meetings twice a term (about 2 hours) and you may also join a committee(s).
- To attend the BDAT board or primary/secondary education committees as requested.
- To be seen in the Academy regularly, attend Academy functions or make sure another Governor represents the Governing Body.