

## **Chair of the Local Governing Body – Role Description**

### **Purpose of the Role**

To provide strategic leadership and direction to the local governing body (LGB), ensuring it fulfils its statutory responsibilities effectively. The Chair works closely with the headteacher to support and advise on key decisions, while maintaining strategic oversight and upholding high standards of governance.

The Chair will also be a Trustee of the BOA Trust, and is therefore required to work cohesively with the Chair of the Trust Board, the Chair of other constituent academies, and Executive Leaders.

This role descriptor also applies to the Vice Chair of the Trust in such a way as is consistent with the nature of this role, and at times when the Vice Chair acts in the Chair's absence.

### **Key Responsibilities**

#### **1. Leading Governance**

- Ensure the governing board and headteacher share a clear vision and strategic direction for the school, in accordance with the BOA Trust vision and mission.
- Lead the board in monitoring and evaluating the implementation of the school's strategy and priorities.
- Set and uphold the culture and values of the board, fostering open debate and collective responsibility.
- Represent the LGB to external stakeholders, including Ofsted and the Department for Education (DfE), during inspections and official correspondence.
- Attend school events (e.g., performances, sports days) and encourage broader board participation.

#### **2. Working with the Headteacher**

- Build a professional, supportive relationship with the headteacher, enabling honest dialogue and acting as a sounding board.
- Hold regular meetings (typically monthly) with the headteacher to remain informed of progress and challenges.
- Lead or participate in the headteacher's appraisal process, ensuring appropriate CPD opportunities, alongside executive leaders from BOA Trust.
- Ensure effective strategic oversight of the headteacher's leadership, staff performance, and pupil outcomes.
- Ensure leaders provide timely and accurate information to enable informed governance decisions.
- Consider the wellbeing and workload of executive leaders and support strong communication between the board and school staff.

#### **3. Leading the Team**

- Ensure the LGB has the right skills, commitment, and diversity to govern effectively.

- Oversee the induction of new governors and ensure all members undertake relevant training and self-evaluation.
- Foster an inclusive and collaborative culture where all members are valued and engaged.
- Lead annual performance reviews for board members or delegate to the Vice Chair.
- Promote adherence to the board's Code of Conduct and model expected behaviours.

#### 4. Policy and Statutory Oversight

- Ensure all school policies are current, fit for purpose, and meet statutory and safeguarding requirements.
- Lead the review cycle of key policies and verify that statutory documents are accessible and compliant.
- Ensure the board understands its statutory obligations and that they are fulfilled efficiently and effectively.

#### 5. Handling Complaints and Disciplinary Matters

- Ensure that effective procedures are in place for handling complaints under the adopted school policy.
- Take the lead on complaints that are escalated to the Chair, ensuring impartial investigation and timely resolution.
- Oversee processes relating to employment matters such as grievances, capability, and disciplinary issues, in line with policy.

#### 6. Leading Governing Board Business

- Work with the governance professional and headteacher to set meeting agendas that focus on strategic priorities.
- Chair meetings effectively, promoting a constructive, inclusive atmosphere, and driving clear decision-making.
- Ensure decisions made by the board are clearly recorded and implemented.
- Lead on urgent decision-making on behalf of the LGB when necessary.
- Use a casting vote in the event of a tie at board meetings.

#### 7. Regulatory and Inspection Readiness

- Lead the LGB's preparedness for Ofsted inspections, ensuring board members understand their roles and key lines of inquiry.
- Maintain awareness of current educational policies and changes in DfE guidance.
- Liaise with inspectors and respond to regulatory communications on behalf of the board.

## **Person Specification**

The Chair should demonstrate the following:

### **1. Essential Attributes**

- Commitment to the values and vision of the school.
- Integrity, fairness, and sound judgement.
- Strategic thinking and the ability to prioritise long-term goals.
- Confidence and clarity in communication, including during challenging conversations.
- Ability to facilitate inclusive discussion and effective decision-making.

### **2. Skills and Experience**

- Experience of leadership and governance (education sector experience desirable).
- Strong interpersonal and relationship-building abilities.
- Awareness of statutory and regulatory frameworks in education.
- Ability to analyse data and performance metrics.
- Competence in time management and organisation.
- Capacity to make and stand by difficult decisions when necessary.

## **Time Commitment**

The role requires a consistent time commitment throughout the academic year, including:

- Regular meetings with the headteacher.
- Preparation for and attendance at governing board and committee meetings.
- Time to handle complaints or urgent issues as they arise.
- Attendance at training sessions, Ofsted inspections, and school events.