



THE VALLEY PARTNERSHIP

Terms of Reference for Vice Chair(s) on the Governing Board

Signed
Chair of Governors

Emily Hooper-Taylor

Date Approved:	30 th September 2021
Approved By:	Full Board of Governors
Date for Review	September 2022

Terms of Reference for Vice Chair(s) on the Governing Board

This may be a co-vice-chair role. The role's areas of work will include:

- Work with the chair to promote and maintain high standards of educational achievement within the federation.
- Work with the chair and headteacher to ensure that the governing board is setting clear vision, ethos and strategic direction for the federation.
- Understand and support the school children and staff.
- Have a basic understanding of the school data and be aware of trends.
- Support the chair of governors as necessary.
- Stand in for chair of governors if chair is unable to attend a Full Board of Governors meeting, or another appointment at which it would be advisable / preferable if the chair could attend.
- Manage safe recruitment of staff to The Valley Partnership as necessary.
- Assist with the recruitment and retention of school governors, being aware of spread of skills and experience in the governing board.
- Manage governing board skills matrix, training schedule and encourage continuing professional development (CPD) for all governors, with the expectation of making the governing board stronger in all aspects with expected beneficial outcomes for the children.
- Review chair's achievements on an annual basis; discuss strengths and way forward for development of role/outputs.
- Attend school events where possible.
- Attend training in order to provide the above support.
- Ensure chair is aware of actions undertaken as part of the VC role.
- If co-vice-chairing is taking place, ensure each VC is aware of other's intentions and actions, strengths and areas for development, keeping clear lines of communication between VCs and Chair.

These terms of reference have been discussed with the governing board and agreed.

For review annually, unless circumstances dictate otherwise.

Date: 30th September 2021

Review date: (unless requested otherwise) September 2022