

# THE ROLE OF A VICE CHAIR

The role of the Vice Chair is to support the Chair to ensure that Governance is effective through the Academy Governing Board. The role of the Chair can be time consuming and hard to juggle for one person, so an effective Vice Chair will support the Chair to fulfil the role in leading the governing board and being the critical friend to the Headteacher.

## DUTIES & RESPONSIBILITIES

### 1. The Vice-Chair will:

- Support the Chair in making sure the governing board functions effectively.
- Develop a close working relationship with all Governors and particularly with the Chair.
- Take on responsibilities delegated by the Chair.

### 2. Together with the Chair, the Vice-Chair will:

- Lead effective governance by providing clear direction and making sure all governors understand the part they play in holding leaders to account and driving school improvement.
- Ensure Governor visits occur and allocated to all members.
- Build the Governing board by supporting the recruitment of governors with the required skills, ensure governors are accessing training to develop skills and ensure Governors are supported in their role.
- Support the Chair with succession planning.
- Develop a relationship with the headteacher as a 'critical friend'.
- Drive school improvement by making sure it's the focus of all policies and strategies, and that the work of the board reflects school improvement priorities.
- Make sure the board fulfils its requirements in line with the Terms of Reference and scheme of delegation and conducts its business efficiently and ensures the school uses its resources responsibly and effectively.
- Support with preparation for, and participation in Ofsted visits.
- Be prepared to encourage governors to participate fully and address attendance or performance concerns where needed.

### 3. In the Chair's absence, the Vice-Chair will:

- Act as Chair for any meeting of the governing board.
- Make the casting vote when a vote is tied.

# ROLE PROFILE

## VICE CHAIR

#### 4. At times when the office of the Chair is vacant, the Vice-Chair will:

- Act as Chair for all purposes

The Chair and Vice Chair should initially meet to discuss the needs of the schools, their individual skills set and their individual availability to agree how they will work together to fulfil the requirements in section 2 above. It is advisable that each are given clear sections under section 2. Once agreed this should be communicated with the Headteachers, Clerk and Governing board.

A model of one Chair and two Vice Chairs may be appropriate to support succession planning for Chair roles or to support where a Chair's availability is limited. Please talk to your Regional Governance Professional if you would like to talk through potential models.

### TRAINING RESOURCES

[The Thinking Schools Academy Trust, what is a Thinking School – Stuart Gardner](#)

Video: Welcome, who we are and what we stand for, what is a thinking school, what impact does a thinking school have.

[Leading governors: The role of the Chair of governors in schools and academies](#)

[Chairing Skills](#)

[Guide to Chairing Meetings](#)

### USEFUL RESOURCES

[Questions Ofsted Inspectors Might Ask Governors](#)

[Diversity and Inclusion in Schools](#)

[DFE: Governance of the Trust](#)

[TSAT Scheme of Delegation](#)

[Support and Monitor Headteachers' Wellbeing](#)