

THE ASHLEY SCHOOL ACADEMY TRUST

The Role of the Chair of the Governing Body

- ❖ To ensure the business of the *Governing Body* is conducted properly, in accordance with legal and delegation 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.

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, 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.

Disqualification - none

The Role of the Clerk to Committees

- ❖ 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

Signed: Date: