

## **ROLE OF THE CHAIR**

*All Governing Bodies will, at their Annual General Meeting each year, elect a suitable person from amongst their number to become their spokesperson and figurehead. This person will be known as the Chair of Governors and will be responsible for managing meetings of the Governing Body in a fair and equitable manner. The Chair will have certain powers delegated to him/her through legislation. They will also have a closer working relationship with the Headteacher than perhaps other governors would have and they will also be expected to help resolve any urgent issues that arise outside the formal meeting setting.*

*An Effective Chair will: -*

- BE PREPARED***
  - *Keep up to date with what's happening in the Education World*
  - *Establish links with your school, LEA and fellow governors*
  - *Acquaint yourself with the agenda – consult with your Headteacher and Clerk about possible contentious issues*
  - *Familiarise yourself with procedures, committee structures etc.*
  
- TIME MANAGEMENT***
  - *Pace the meeting. Consult the Headteacher and Clerk about important issues that may need longer time.*
  - *Suggest a time limit for certain items*
  - *Ensure comments made are relevant to the item under discussion*
  
- BE APPROACHABLE***
  - *Make new governors welcome, relaxed and Secure. Encourage a feeling of belonging and Ownership.*
  - *Enjoy an open debate.*
  - *Listen to your Governors*
  - *Empathise with your Governors*

## **GROUND RULES**

- *Encourage all members to contribute and debate but make it clear what is allowed and what is not*
- *Don't lose control*
- *All remarks should be addressed through the Chair*
- *Don't allow a shouting match to erupt*
- *One voice at a time*
- *Don't tolerate personal attacks on any Member of the Governing Body, LEA or School Staff.*
- *Remind Governors that only items on the agenda will be discussed.*

## **DECISION MAKING**

- *Usually after a discussion a consensus of Member's views will be sought for a decision to be made.*
- *Make a statement – e.g. 'are we in agreement'*
- *Ask members for a proposal*
- *Clarify any issues that arise*
- *Ask for a second opinion*
- *Vote and announce decision*
- *If the vote is tied the Chair may have to Give a casting vote.*

## **CLOSURE**

- *Agree a date and time for the next meeting*
- *Request for any items be included on the agenda for the next meeting.*
- *Thank fellow Governors and declare the meeting closed.*
- *Remind Governors that any discussion that occurs after the meeting has been formally closed will not be minuted.*

- ***Remind Governors that 'Any other Business' is not an agenda item.***