

# The governing board

It's important to understand the different roles that make up a governing board.

## The role of the chair

The chair is crucial in helping the governing board work as a team. He or she works closely with the headteacher. The chair is elected by fellow governors and has a term of 4 years. Other governors on the board can stand for the position when the chair's term ends.

### The chair should:

- Manage and run meetings effectively
- Delegate and ensure other governors are fully involved
- Work effectively with the headteacher
- Represent the governing board within the community, at school events and during the Ofsted inspection process

## The role of the clerk

The clerk is responsible for organising governance meetings and taking minutes. They have no voting rights within the governing board.

### The clerk should:

- Provide advice and guidance on procedural matters relating to the governing board
- Maintain a register of members of the governing board and report on any vacancies
- Demonstrate the capacity to consistently support and challenge the school

## Governing board committees

Most governing boards use committees to carry out a substantial amount of the governing board work. Committees mean that issues can be examined in detail by those governors who are already specialists in that area – for example, it's likely that an accountant would sit on the finance committee.

Committees allow governors to specialise, use and develop their particular interests, skills and experience. It's a good idea to join at least one committee to maximise your governor experience, develop your existing skills, and gain more knowledge around specific areas.