

Chair Role Description and Person Specification

Role Description

1. Role Purpose

The Chair of the Governing Body, with the support of the Vice-Chair, is responsible for the ethical leadership and direction of the Governing Body and ensuring its effective functioning. The Chair will also be responsible for creating the conditions for overall Governing Body and individual Governor Effectiveness and in doing so will:

- Be independent, exercising objectivity
- Demonstrate an expressed interest in promoting the objectives of the academy
- Build an effective team
- Set clear expectations concerning the academy's culture, values and behaviours as well as Governing Body meeting style and tone
- Promote a culture of openness and debate
- Encourage full participation of Governors
- Develop the knowledge, confidence and skills of Governors
- Establish a close and supportive relationship with Members, the Principal and Senior Leadership Team (SLT)

The Chair of the Governing Body will be accountable to the Governing Body and ultimately the Members of CUL Academy Trust.

1.1. Vice- Chair of the Governing Body

The Vice-Chair of the Governing Body shares the responsibilities of the Chair in respect of leadership and ensuring the effective functioning of the Governing Body. Vice-Chairs are accountable to the overall Governing Body.

Note: The Vice-Chair will be expected to act in the absence of the Chair including where the Chair resigns between meetings.

1.2. Chair of Committees

The Chair of Committees fulfils an important leadership role similar to that of the Chair to the Governing Body in respect of the Committee for which they are responsible. Committee Chairs have the responsibility of creating the conditions for Committee meeting effectiveness and must ensure that the decisions of the Committee are conveyed back to the overall Governing Body.



Committee Chairs are accountable to the overall Governing Body and where possible should not be the same person as the Chair of the Governing Body.

2. Duties & Responsibilities

2.1. Statutory Duties

The Chair has specific legal duties to ensure:

- The academy complies with its governing document, company and charity law and any other relevant legislation or regulations.
- The academy pursues its objects as defined in its governing document.
- The academy applies its resources exclusively in pursuance of its objects.
- Active contribution by all Governors (including the Chair) to the Governing Body's role in:
 - Giving firm strategic direction to the academy,
 - Setting overall policy,
 - Defining goals and setting targets,
 - Evaluating performance against agreed targets.
- The safeguarding of the good name and values of the academy.
- The effective and efficient administration of the academy.
- The financial stability of the academy.
- The protection and management of academy property and to ensure the proper investment of the academy's funds.
- The appointment of a suitable and qualified Principal and the monitoring of his/her performance.
- Duties as an individual Governor are fulfilled and specific skills, knowledge and experience are used to help the Governing Body reach sound decisions.

2.2. General Responsibilities

- Planning the annual cycle of Governing Body meetings
- Setting agendas for Governing Body meetings
- Chairing and facilitating Governing Body meetings
- Giving direction to Governing Body policy-making
- Monitoring that decisions taken at meetings are implemented
- Representing the academy at functions and/or meetings
- Acting as a spokesperson, where appropriate
- Bringing impartiality and objectivity to decision-making
- Ensuring that all Governors are actively contributing relevant skills and experience, and participating constructively in meetings

Chair Role Description and Person Specification v3


- Ensuring every Governor knows what is expected of them and receives appropriate induction and training
- Where staff are employed:
 - Liaising with the Principal to keep an overview of the academy's affairs and to provide support as appropriate;
 - Leading the process of appraising the performance of the Principal;
 - Sitting on appointment and disciplinary panels; and
 - Liaising with the Principal to develop the Governing Body and SLT.
- Acting in cases of urgency in accordance with the Chair's Action Policy
- Facilitating change and addressing conflict within the Governing Body and within the academy, liaising with the Principal to achieve this.


Person Specification

To be considered the potential Chair should possess the following competencies and be able to provide evidence where necessary:

| Area of Competency | Competencies | Essential | Desirable |
|-----------------------------|--|--|---|
| Skills and Knowledge | <ul style="list-style-type: none"> ▪ Good communication and interpersonal skills i.e. listening, speaking and writing ▪ Leadership and people management skills ▪ Creative and strategic thinking ▪ Sound knowledge of the sector as well as the academy and its activities. ▪ Knowledge and understanding of governance and governing body procedures, particularly legal duties, responsibilities and liabilities. ▪ Basic knowledge with respect to company and charity law. ▪ Knowledge and understanding of Nolan's Seven Principles of Public Life. | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ ✓ |
| Qualifications and Training | <ul style="list-style-type: none"> ▪ Have or be willing to undertake appropriate training. | <ul style="list-style-type: none"> ✓ | |
| Experience | <ul style="list-style-type: none"> ▪ Leading a group/team ▪ Committee work ▪ Crisis management and conflict resolution ▪ Business planning and development ▪ Managing change ▪ Managing and setting budgets | <ul style="list-style-type: none"> ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ ✓ |
| Personal Attributes | <ul style="list-style-type: none"> ▪ Ability to work as part of a team ▪ Ability to be discrete and diplomatic ▪ A person of integrity ▪ Independent, impartial and fair ▪ Confident and able to speak their mind ▪ Motivated and efficient ▪ Committed ▪ Adaptable | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |
| Special Requirements | <ul style="list-style-type: none"> ▪ Must <u>not</u> already be involved with the academy as a paid member of staff ▪ Be able to work at times convenient to the Governing Body ▪ Be able to travel to meeting ▪ Be available or commit to meetings at mutually agreed times | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | |

Chair Role Description and Person Specification v3

Signed (Chairperson): 

Print Name: 

Approval Date: _____