

Terms of Reference for the Vice Chair of the Full Governing Board at Great Torrington School

Agreed at the meeting of the full governing board on: **2nd October 2025**

Review date: September 2026

Name of the Vice Chair of Governors: Emma Beer

These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

Duties which are delegated to this governor: (Governance Handbook)

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

- Take on responsibilities delegated to them by the chair and deputise for them in their absence.
- Work closely with the chair of the board to establish a constructive relationship and share responsibilities to ensure the effective functioning of the board.
- Work with the Chair to promote and maintain high standards of educational achievement by providing clear direction and by making sure all governors understand their part in driving school/trust improvement.
- Undertake relevant development and training to effectively undertake the role.
- Build the team by recruiting governors with the required skills, providing training to develop skills and by delegating responsibilities effectively
- Oversee the induction of new governors, ensuring that new governors are assigned a mentor
- Get to know their school or academies, preferably by visiting when the school is in session and the pupils are in school.
- Signposting and encouraging governors to attend regular training. Ensure the continued knowledge and understanding of governors in respect of the National curriculum and/or changes in national progress
- Undertake an annual skills audit with the board, understand the board's strengths and weaknesses, maintain a skills matrix so that appropriate training can be identified where necessary and highlighting areas of training needs to the board.
- After consultation with the Headteacher, receive, monitor, and develop and a monitoring procedure and cycle for governors focusing on specific areas of the curriculum, linked to the school improvement plan annually (including the governors' section).
- To monitor and evaluate the intent and impact of the school curriculum. Consider evidence about how effectively the curriculum is achieving its aims for pupils and how this relates to the boards' vision for the school.
- Represent the school at public events.
- Develop a relationship with the headteacher/CEO as a critical friend

- Drive school/trust improvement by making sure that it is the focus of all policies and strategies and that the work of the board reflects improvement priorities
- Make sure the board fulfils its statutory and regulatory requirements, conducts its business efficiently and ensures the school/trust uses its resources responsibly and effectively