



Stopsley Community Primary School

RESOURCES, PREMISES & FINANCE COMMITTEE

Vice Chair Role Description

The Vice Chair shall be elected for a term of one year by the Governing Body or by the Committee at the first meeting of the autumn term. The role of the Vice Chair is vital to the good governance of the School and it is important for individuals to commit sufficient time to undertake the role. The Chair will carry out an annual review of the Vice Chair as is the case for all Governors.

The Vice Chair and the Clerk will support the Chair:

- To ensure effective functioning of the committee.
- To set the highest of expectations for professional standards of governance.
- To encourage the Committee to work together as an effective team, building its skills, knowledge and experience.

Purpose of the Role

The role of the Vice Chair is to support the Chair and act in the Chair's absence. This means not only stepping in to chair occasional meetings, but also to maintain a strategic overview and be prepared to lead on key issues when the Chair is not present at committee meetings.

The Vice Chair shall assist the Chair by:

- Have a commitment to the school and the work of the committee and Governing Body.
- Provide deputy leadership for the committee and support the Chair in developing the committee as a team.
- Help members of the committee to work as a team.
- Have a good working relationship with the Headteacher and School Business Manager.
- Ensure the Governing Body is kept up to date about the work of the committee and the school's finances and business matters.
- Have a good understanding of financial matters.
- Develop their understanding of school business matters such as human resources, premises and health and safety matters.
- Act as confidant to the Chair in matters that the Chair wishes to discuss regarding the work of the committee and the School.
- In the Chair's absence:
 - Direct the Governance Clerk to convene meetings in line with the committee's Terms of Reference.
 - Lead effective meetings and attend to matters of business requiring the Chair's involvement.
 - Exercise a second or casting vote where there is an equality of votes on any issue referred to a vote at a committee meeting.
 - Sign the minutes from meetings (subject to the committee's approval).
- Seek to promote the best interests of the School wherever possible, be its ambassador, and represent it at meetings, presentations, training and conferences.