

Role description for the Chair of the School Advisory Board

The Chair facilitates the School Advisory Board (SAB) working as a team to provide support, challenge and a critical friendship in the context of the Trust's strategic vision and values and the school's culture. As well as leader of the SAB, the Chair is at times a confidante, a manager, a critical friend and an ambassador.

Role Purpose: Leading governance within a Trust School

To provide leadership to the SAB and ensure that SAB members fulfil their functions for the proper governance of the school.

Leading governance in schools

To ensure the SAB members;

- know the school and represent equally all pupils/students and staff
- understand and apply Trust Policy and the Scheme of Delegation
- are custodians of the vision, values, ethos and reputation of the Trust
- serve as ambassadors of the school and the Trust
- engage with stakeholders, pupil's families and the wider community
- contribute to school improvement and self-evaluation
- monitor the implementation of the School Improvement Plan
- have a shared sense of purpose and work as a cohesive group

Leading and developing the team

To ensure all SAB members;

- act reasonably and in line with the Trust's agreed code of conduct
- feel valued and encouraged in their development
- receive appropriate induction, ongoing training as needed and have a thorough understanding of their role

Holding the Headteacher to account

The Chair will

- build a professional relationship with the headteacher which allows for honest conversations, acting as a sounding board
- meet regularly with the Headteacher, providing support and being a critical friend
- have an active role in the Trust School Improvement review meetings
- have an active role in the Trust committee structure, ensuring an effective link with the Trust Board.

Leading the School Advisory Board

The Chair will:

- With the Clerk and the Headteacher, plan for meetings, ensuring that agendas focus on the SAB's key responsibilities and strategic priorities
- Chair meetings effectively and promote an open culture that allows ideas and discussion to thrive whilst ensuring clear decisions are reached quickly
- Ensure that the SAB structure is appropriate, that members have the necessary skills to carry out their obligations and that they reflect the diversity of its stakeholders
- Work to secure positive engagement with the school's community and key stakeholders e.g. parents/carers, pupils/students and staff

- Support and monitor the work of the SAB Safeguarding and SEN links so the identified School Improvement Plan areas are monitored effectively

Other

- Ensure own training is relevant and up to date and attend Trust training sessions
- Work with the Trust to ensure there is effective information sharing
- Attend school functions (plays/sports days/prize giving) as appropriate and encourage other SAB members to do so

Candidates for Chair should be able to demonstrate a good selection of the skills/attributes:

- Ability to chair meetings well and to build and get the best out of a team
- Commitment to the school and the Trust
- Good understanding of the environment in which the school is operating
- Commitment to ethical and values-led leadership
- Personal integrity
- Ability to have courageous conversations
- Strong communication skills and good organisational skills
- Ability to be transparent and ask for help if required