

WEST KIRBY RESIDENTIAL SCHOOL & SEN COLLEGE	
Role Description: Chair of the Trustees	
West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the Role:	To contribute to the work of the Board in ensuring high standards of achievement for all children and young people in the School by ensuring clarity of vision, ethos and strategic direction, holding executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff, and overseeing the financial performance of the School and making sure its money is well spent
Responsibilities as a Trustee	<p>Under charity law (regulated by the Charity Commission), Trustees have ultimate responsibility for directing the affairs of the School and Charity to ensure that it is solvent, well-run and delivering the charitable outcomes for which it has been set up. As a Trustee of the School and Charity, you will be responsible for ensuring:</p> <ul style="list-style-type: none"> • A clear vision, mission and strategic direction has been set and that they are aligned with budgets, operational plans and fundraising plans; • Operational management processes are appropriate e.g. policies, quality and service standards, values, recruitment to senior positions; • Compliance with all legal and regulatory requirements; • All financial obligations are met and assets are managed; • Major risks to School are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks; • The governance structure is appropriate to a charity of its size/complexity and reflects the diversity of its users.
General Responsibilities:	<p>Contribute to the strategic discussions at Board meetings which determine:</p> <ul style="list-style-type: none"> • the vision and ethos of the School; • clear and ambitious strategic priorities and targets for the School; • That all children have access to a broad and balanced curriculum; • The School's budget, including the expenditure of the pupil premium allocation;

- The School's staffing structure and key staffing policies;
- The principles to be used by School leaders to set other School policies.

Hold executive leaders to account by monitoring the School's performance; this includes:

- Agreeing the outcomes from the School's self-evaluation and ensuring they are used to inform the priorities in the School Development Plan;
- Considering all relevant data and feedback provided on request by School leaders and external sources on all aspects of School performance;
- Asking challenging questions of School leaders, ensuring Senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- Ensuring senior leaders have developed the required policies and procedures and the School is operating effectively according to those policies;
- Acting as Trustee with linked responsibilities on a specific issue, making relevant enquiries of the relevant staff, and reporting to the Board on the progress on the relevant School priority;
- Listening to and reporting to the School's stakeholders: pupils, parents, staff, and the wider community, including local employers.

Ensure the School staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.

When required, serve on panels of Trustees to:

- Appoint the Principal and other senior leaders;
- Appraise the Principal;
- Set the Principal's pay and agree the pay recommendations for other staff;
- Hear the appeal stage of staff grievances and disciplinary matters;
- Hear appeals about pupil exclusions.

**Link
responsibilities:
Chair**

To provide leadership to the Governing Board and ensure that Trustees fulfil their functions.

The Chair of Trustees is expected to:

Leading Governance in The School

- To ensure that the Governing Board and Principal have a shared sense of purpose.
- To ensure the Governing Board sets a clear vision and strategy for the School.
- To lead the board in monitoring the Principal's implementation of the School strategy

Leading and Developing The Team

- To ensure the board has the required skills to govern well, and that appointments made fill any identified skills gaps.
- To ensure all Trustees receive appropriate induction, ongoing training as needed and have a thorough understanding of their role.
- To ensure members of the board act reasonably and in line with the board's agreed code of conduct.
- To develop a good working relationship with the vice Chair, ensuring s/he is kept fully informed and delegating tasks as appropriate.
- To ensure that board members feel valued and encourage their development.
- To carry out a performance review of each Trustee.
- To ensure that there is a plan for succession for the Chair, Vice-Chair and any Committee Chairs, and that by recommending limits on office, there is always a mix of new and experienced members.

The Chair, The Principal and Accountability

- To build a professional relationship with the Principal, which allows for honest conversations, acting as a sounding board and ensuring there are no surprises at meetings.
- To meet regularly with the Principal, which in normal circumstances is likely to be monthly.
- To ensure that there are transparent and effective processes for the recruitment and induction of the Principal.

- To ensure appropriate Trustee involvement in the recruitment of senior leaders.
- To ensure all Trustees concentrate on their strategic role, receive information fit for purpose and hold the Principal to account.
- To oversee and participate in the Principal's performance review, ensuring that appropriate CPD (continuing professional development) is provided.
- To ensure that the Principal provides staff with an understanding of the role of the Governing Board and acts as link between the two.
- Where required, represent the Governing Board in its dealings with external partners and be an advocate for the School.
- To attend School functions (plays/sports days/prize giving) as appropriate and encourage other Trustees to do so.
- To ensure that complaints made to the Governing Board are dealt with in a timely and effective manner.
- The Chair will also play a lead role in any decision to suspend the Principal.

Leading School Improvement

- To ensure the board is involved at a strategic level in the School's self-evaluation process and that this feeds into the key priorities.
- To ensure the board's business is focussed on the key strategic priorities.
- To take the lead in representing the Governing Board at relevant external meetings with agencies such as Ofsted, the Department for Education and the local authority.
- To ensure the board has mechanisms in place to obtain and listen to the views of parents, pupils and staff.
- To ensure the Governing Board adopts a visits protocol which is linked to monitoring key strategic priorities:
 - The Chair who should already have a good knowledge of the School will need to consider whether s/he needs to continue such formal monitoring visits or whether these are now best delegated to the team.

Leading Governing Board Business

- With the Clerk and the Principal, to plan for the board meetings, ensuring that agendas focus on the board's key responsibilities and strategic priorities and reducing unnecessary paperwork.

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| | <ul style="list-style-type: none">• Chair meetings effectively and promote an open culture on the Governing Board that allows ideas and discussion to thrive whilst ensuring clear decisions are reached as quickly as possible.• To collaborate with the Clerk to establish effective working procedures and sound committee structures.• To ensure that decisions taken at the meetings of the Governing Board are implemented.• To ensure the Governing Board appoint a professional Clerk capable of providing advice on the board's functions and that s/he is appraised and developed. |
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