



Appendix A: Role of the Chair of Governors

The chair of a local governing body is a critical role in the CMAT governance structure and needs to be filled by a strong and skilled leader. The chair liaises with the CMAT Board of Directors and also:

- Chairs and facilitates all local governing body meetings
- Works with the CMAT and the headteacher to agree agendas for local governing body meetings
- Establishes and fosters an effective working relationship with the headteacher. Acts as a critical friend, offers challenge, support, advice and encouragement
- Works with the headteacher to ensure that information and facts needed for good discussions take place at local governing body meetings
- Keeps meetings orderly, focussed on key priorities for the school with sufficient time allocated to them to do justice to the topic and keeps the meetings to time
- Sets a meeting timetable in accordance with the CMAT meetings schedule and agrees local timings of meetings
- Has the casting vote in cases of a split decision
- Represents the school at events and meetings
- Supports the development of the local governing body including through induction, training, reviewing performance and succession planning
- Maintains good relationships on the governing body and addresses any conflicts which arise
- Supports governors to understand the role and responsibilities of the local governing body and encourages the training and development of governors
- Attends the chairs' symposia and other CMAT events, meetings or training sessions relevant to the role

Good Practice for Chairs in Meetings

The chair will:

- Welcome all to the meeting
- Ensure that the meeting opens with a relevant prayer
- Remind attendees of practical arrangements and the purpose of the meeting
- Clarify ground rules if necessary
- Ask for reports on actions from the previous meeting
- Keep the meeting to time, maintain control on who is speaking, in which order and for how long
- Keep the discussion focussed, positive and constructive
- Stop any inappropriate behaviour and, where necessary, remind attendees of the contents of the Code of Conduct
- Repeat people's comments if they have not been heard of understood by others or seek clarification
- Sum up discussion and what has been agreed including who is taking forward actions
- Confirm date and time of the next meeting
- Ask for agenda items for the next meeting
- Thank participants for their attendance and contributions

- Check the meeting notes once available from the clerk

Appendix B: Visits to School by Local Governors

Visits to school are for local governors to:

- Hold the school leadership to account and to gather evidence
- Recognise and celebrate success
- Develop relationships with staff
- Understand the school environment
- Focus on monitoring actions for raising attainment, other school development priorities or for monitoring risks to the school

Visits are not for

- Making judgements about the quality of teaching and learning
- Pursuing personal agendas
- Monopolising headteacher/teacher time

Monitoring Visit Protocol

Before the visit, always:

- Agree the purpose of the visit with the local governing body ensuring that it is linked to key issues in the school development plan
- Arrange details of the visit with the relevant staff member through the headteacher and ensure that the chair of governors is aware of the visit

During the visit, always:

- Observe any class guidelines/rules
- Talk to the pupils but do not disturb the lesson in any way
- Save the writing up of your visit report for outside of the classroom

After the visit, always:

- Complete the standard CMAT template for visit reports (format available from the chair of governors, clerk or headteacher) and send to the headteacher and/or staff member
- Discuss any areas of significant concern directly with the headteacher
- Send the visit report to the clerk and chair of governors

Note: As part of a visit governors may enter classrooms to observe class activities but that this should be part of a learning walk and always accompanied by a school staff member. If observing class activities it is important to be aware that it is outside the remit of the governor to make judgements on teaching and learning.