

<b>WEST KIRBY RESIDENTIAL SCHOOL &amp; SEN COLLEGE</b>	
<b>Role Description: Vice-Chair of the Trustees</b>	
<b>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.</b>	
<b>Summary of the Role:</b>	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
<b>Responsibilities as a Trustee</b>	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• A clear vision, mission and strategic direction has been set and that they are aligned with budgets, operational plans and fundraising plans;</li> <li>• Operational management processes are appropriate e.g. policies, quality and service standards, values, recruitment to senior positions;</li> <li>• Compliance with all legal and regulatory requirements;</li> <li>• All financial obligations are met and assets are managed;</li> <li>• Major risks to School are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks;</li> <li>• The governance structure is appropriate to a charity of its size/complexity and reflects the diversity of its users.</li> </ul>
<b>General Responsibilities:</b>	<p><b>Contribute to the strategic discussions at Board meetings which determine:</b></p> <ul style="list-style-type: none"> <li>• the vision and ethos of the School;</li> <li>• clear and ambitious strategic priorities and targets for the School;</li> <li>• That all children have access to a broad and balanced curriculum;</li> <li>• The School's budget, including the expenditure of the pupil premium allocation;</li> </ul>

- 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:  
Vice-Chair**

**The Vice-Chair of the Governing Board plays an important role in assisting with leadership and carrying out the tasks of the whole Governing Board, ensuring it meets its statutory responsibilities. As Vice-Chair, they assume all responsibilities of a general Trustee, with further additional leadership responsibilities in terms of supporting the Chair, leading others and building relationships.**

**The Vice-Chair of Trustees is expected to:**

**Supporting The Chair**

- Act as the Chair of the Governing Board in the absence of the Chair, including if the Chair of the Governing Board resigns, until a new appointment is arranged by the Clerk.
- In liaison with the Chair, ensure the effective functioning of the Governing Board and set the highest expectations for professional standards of governance.
- In liaison with the Chair, ensure that:
  - The Governing Board has clear leadership and direction, and is focussed on its core functions.
  - The Governing Board is encouraged to work together as an effective team, collectively building their skills, knowledge and experience.
  - Every member of the Governing Board actively contributes relevant skills and experience, participates constructively in meetings, and are actively involved in the work of any committees, as well as the whole Governing Board.
  - Every member of the Governing Board understands what is expected of them and receives appropriate induction, training and development.
- In conjunction with the Chair, plan the year's cycle of meetings and a timetable of action for the Governing Board.
- Support the Chair with conducting Governing Board meetings.
- Ensure, alongside the Chair, that decisions taken by the Governing Board are clear, understood by all and enacted.
- Support the Chair with ensuring the effective operation of all Committees.
- Work closely with the Chair to assume additional tasks and responsibilities for agreed areas of work, wherever necessary.

### **Leading Others and Self**

- With support from the Clerk, ensure that every member of the Governing Board develops the skills they need to be effective and make active and valuable contributions to the Governing Board.
- Identify any persistent skill gaps across the Governing Board, and notify the Chair of these.
- Coordinate the induction process for new Trustees, and act as a Trustee Mentor.
- Act as a link training Trustee, ensuring all link Trustees receive dedicated training and support specific to their roles.
- Coordinate training specific to individual Trustees, as well as training applicable for the overall Governing Board.
- Identify any persistent skill gaps of the Governing Board, and coordinate training to address these.
- Ensure Trustees' participation in and between meetings, e.g. with preparation and contribution of ideas.
- Undertake any other leadership responsibilities as delegated by the Chair of the Governing Board, for example, acting as a Committee Chair.
- Undertake relevant development and training to effectively undertake the role, including the role of Chair in the Chair's absence.

### **Building Relationships**

- Develop and maintain positive relationships with all those involved with governance of the school, particularly the Chair, Clerk and Principal.
- Act as a 'critical friend' to the Chair of the Governing Board.
- Be seen in the School regularly, including attendance at School functions – building relationships with other Trustees, staff members and parents.
- Visit the School in session, and preferably whilst the pupils are at the School, to develop a better understanding of the School.
- Ensure opportunities are taken to meet Trustees from other schools and build effective relationships.
- Attend briefings as required.