



## **CHAIR OF CHALLENGE AND COMMUNITY COMMITTEE ROLE AND RESPONSIBILITY**

### **Role of the Challenge and Community Committee (CC)**

The role of the CC is to carry the Trust's vision, values, policies and priorities forward, provide internal assurance and, in addition, to develop the local community and employer links. The CC is made up of governors who are expected to question, challenge and support the school's leadership. The Trust considers the CC governors as part of the leadership of the school. It is their role to:

- provide additional assurance to the Trust Board (usually via approved Minutes) that the school is being run effectively
- hold the school to account
- provide a link between the school, the Trust and the local community.

### **Authority**

The Chair of the Challenge and Community Committee is responsible for working with the Trust executive to hold Principals and their leadership teams to account for aspects of the quality and effectiveness of the school experience of the pupils under their care. This role is undertaken through the monitoring of performance against aspects of the annual school development plan, overseeing systems and processes for the safeguarding of children along with the health, safety and wellbeing of the school and its staff and pupils; and ensuring that key financial expenditure (Pupil Premium, catch up and sports funding) is well spent.

The Chair of the CC is expected to provide support and challenge as a critical friend, to the Principal and school leadership in respect of the school improvement journey. CCs have agreed powers delegated to them under Turner Schools' Scheme of Delegation and the Terms of Reference of the Committee (of which this job description forms a part). They act as an additional check and balance to ensure that there is appropriate scrutiny and support for school leaders on aspects of school improvement.

The Chair of the CC is expected to ensure that pupil voice is heard by senior leaders and responded to. Chairs should also provide support for school leaders to develop strong community relationships, especially with parents. Chairs of CCs are ambassadors for the school and the trust and, as such, are in regular attendance at key events —where possible— as well as supporting school leaders with any disciplinary panels, should they be necessary. Above all, chairs of the CCs support the Trust executive and the Trust Board in raising standards for pupils in their care.

### **Role of the Chair**

**Terms of Office**                      Dependent on the requirements of each school, between one and four years.

**Appointed**                              The Chairs are appointed by the Trust Board.

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<b>Review</b>	The Chair's performance will be reviewed on an annual basis by the Deputy Chief Executive Officer.
<b>Responsible</b>	The Deputy Chief Executive Officer (day to day) and to the Trust Board.
<b>Meetings</b>	<ul style="list-style-type: none"> <li>● The Chair will lead the CCs and communicate with other governors re meetings and venues as necessary, and may do so via the Trust Clerk (clerk@turnerschools.com).</li> <li>● The Chair will ensure that the CC will meet no fewer than three and ideally six times per year (frequency to be agreed with DCEO). Although, there may be more frequent meetings scheduled at the Chair's discretion.</li> <li>● The Chair will use the Trust agreed agenda planner; although there may be additional items at the Chair's discretion in addition to those on the Trust's planner.</li> <li>● The CCs will receive reports from the school in sufficient detail to enable them to undertake their strategic responsibilities for planning, monitoring and evaluation.</li> <li>● The agenda and relevant papers will be available to members of the CC a week prior to the meeting.</li> <li>● Minutes will be sent to the Chair and Principal within one week for checking.</li> </ul>
<b>Clerk</b>	Trust appointed Governance and Compliance officer undertakes the Clerking function, and will work closely with the Chair to support with communication and all administration. If, for any reason, the Trust Clerk is unavailable, the Principal's PA at the school will undertake clerking duties.
<b>Minutes</b>	To be circulated to members of the CC and to the Trust Board (via the Clerk) within two weeks of a meeting.
<b>Items of Any Other Business</b>	Items of 'any other business' should be raised by governors to the Chair or the Trust's Governance and Compliance officer at least 48 hours prior to the meeting date.

**Additional responsibilities of the Chair outside of the formal meeting structure and the terms of reference**

- **Lead on Safeguarding for the CC** - to ensure that the school's annual safeguarding audit is completed and that leaders produce an action plan and to review procedure for staff recruitment and training for safer recruitment, including monitoring of the single central register at least once a year.
- **Act as the lead on Premises, Health and Safety for the CC** - specifically to receive trust reports that Health and Safety practice is compliant and that there is effective monitoring of Health and Safety.
- **Act as the lead on Senior Staffing for the CC** by consulting on the Principal's appraisal and where appropriate to support the Trust executive when recruiting and appointing Principals (eg joining interview panels as appropriate). Where appropriate, support the Trust executive and Principals with other senior appointments.
- **Lead on Outcomes for Pupils for the CC** by attending the Trust's Standards Committee to review the schools' performance — and that of groups within it — against targets as set by the Trust board.
- **Lead on Quality of Education for the CC** by ensuring that there is appropriately ambitious school vision for the curriculum and be consulted on major changes to the curriculum in each key stage and to consider

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recommendations from external reviews of the school and support the Principal with the actions needed to address identified issues.

- **Lead on Personal Development for the CC** by evaluating the ways in which the school actively responds to pupil views and ensures that pupil voice is regularly heard at CC meetings.
- **Lead on Behaviour and Welfare for the CC** ensuring that procedures, following a permanent exclusion by the Principal, are compliant to guidelines and that the schools' behaviour policies on attendance and behaviour are implemented.
- **Lead on Finance for the CC** by receiving Trust Board approved budgets (including updates against those from time to time), and reviewing the plans for and impact of Pupil Premium/Catch-up expenditure, ensuring value for money linked to outcomes.
- **Lead on Leadership and Management for the CC** by taking responsibility for succession planning and recruitment of CC; to carry out a self-assessment at the beginning of the school year and ensure that regular monitoring visits take place across the year, requesting support from the Trust for training as appropriate/necessary according to the annual reviews.

*Roles and responsibility to be reviewed annually*