Role Descriptor
Vice-Chair of the Management Committee

Note in this document "Governing Body" refers to the Management Committee and "governor" refers to Member

Purpose: Support the chair in leading effective governance and provide continuity when the chair is absent, unavailable or unable to act.

Accountability: Accountable to the governing body; works closely with the chair, headteacher and governance professional or clerk.

Appointment and term of office

The governing body elects the vice chair from its governors and determines the term before the election. A governor employed at the school cannot hold this office. The vice chair's term is separate from their governor term and depends on remaining an eligible governor. When the chair is absent or the office is vacant, the vice chair acts as chair in accordance with the regulations; a vacancy must be filled by election at the next governing body meeting. [2]

Key responsibilities

- Carry out the responsibilities in the governor descriptor and support the chair in keeping the governing body focused on strategy, pupil outcomes, safeguarding and financial stewardship.
- Agree a clear division of work with the chair. Lead specific tasks only where allocated, such as governor induction, training, recruitment, self evaluation or review of monitoring arrangements.
- Maintain sufficient knowledge of school priorities, risks, pending decisions and governance procedures to provide effective cover.
- Chair meetings when required, promote balanced participation and work with the clerk to ensure lawful decisions, accurate minutes and follow up of actions.
- Offer constructive feedback and support to the chair, help resolve governance difficulties and contribute to succession planning.
- Support effective communication between committees and the governing body, identifying gaps, duplicated work or matters requiring escalation.
- Participate in panels, headteacher appraisal or specific projects only when appointed, eligible, suitably prepared and free from conflicts.

Authority and boundaries

The vice chair does not have a general power to act independently or automatically become the next elected chair. When covering for the chair, observe the same limits of authority and reporting requirements. Urgent action under regulation 8 is available only if the chair is unable to act and the statutory conditions are met. [2]

Where the chair is personally involved in a complaint or other concern, follow the relevant procedure to identify the appropriate person to act. Confidential information should be shared only where necessary for the role.

Skills and commitment

Bring sound judgement, impartiality, discretion, effective listening and the ability to chair discussions and challenge respectfully. Undertake chairing and role specific development. Allow time for normal governor duties, agreed leadership tasks, liaison and occasional cover at short notice.

Indicators of effectiveness

The governing body has dependable cover, a clear allocation of work, well supported governors, effective follow up and a credible succession plan. Leadership responsibilities remain transparent and accountable to the whole governing body.

Adoption and Source References

School adoption record

Approved by: ACE Management Committee

Meeting date and minute reference: 15th October 2026, MCM

Next review: Autumn 2027

Review these descriptors when governance arrangements, relevant law or statutory guidance change. Confirm each governor's category, term, committee membership, link responsibilities, training and agreed commitments in the school's governance records.

Sources and interpretation

Prepared with reference to the sources below, checked on 14 September 2026. References in square brackets identify the supporting framework. The pack combines legal requirements with practical role expectations; local allocations of work must remain within the governing body's lawful powers.

1 DfE Maintained schools governance guide

Updated 15 July 2026. In particular: effective governance; strategic leadership; accountability; governor conduct; the chair; appointments and checks; types of governor; and governance evaluation.

2 School Governance Roles Procedures and Allowances Regulations 2013

As amended. Regulations 6–8 cover roles, chair and vice chair, and urgent powers; regulations 12–16 cover meetings, records and conflicts; Schedule 1 addresses restrictions on participation. Delegation and reporting are addressed in regulations 18–20.

3 DfE Constitution of governing bodies of maintained schools

School Governance Constitution England Regulations 2012

As amended. Parent and staff governor eligibility, election, appointment and tenure; the instrument of government; and disqualification provisions. Check the relevant schedules and any subsequent amendments when administering an election.

4 DfE Keeping children safe in education 2026

In force from 1 September 2026. Part two addresses governing body responsibilities and training; Part three covers maintained school governor checks; Part four covers concerns or allegations about staff, including the headteacher.

5 Education School Teachers Appraisal England Regulations 2012

As amended. External advice, objectives and appraisal of the headteacher. Read alongside the school's adopted appraisal and pay policies and applicable conditions of employment.

6 The Seven Principles of Public Life

Committee on Standards in Public Life. Principles supporting ethical conduct in public service.