

**The Newcastle Schools’ Promise Board**

***A city where we all share responsibility for providing the best educational opportunities for all our children and young people****.*

**Remit of the Chair**

## Purpose:

* To chair the Promise Board in a manner that enables professionally sound and transparent advice to be given relating to the educational provision of Newcastle Schools.
* To challenge and support schools in the city and champion the aims and values of the Newcastle Promise

**Election of a Chair**

* The board will employ an independent chair who will be supported by board members.
* The Chair will be recruited through an open application process and led by a sub-group of the Promise Board. The decision will be ratified by the Full Promise Board.

**Vice-Chair**

* The Partnership Board will elect the Vice Chair from the membership on an annual basis.
* Should the Chair not be able to attend a meeting, the Vice-chair will be appointed to chair the meeting.

## Main Duties of the Chair

* To act as a Board member and chair meetings of the Newcastle Promise Board
* To provide expert and impartial leadership to Board members
* To ensure that all Partnership members act in accordance with agreed protocols and that any conflicts of interest are addressed as appropriate
* To become familiar with the ethos and focus of delivery of education within Newcastle to inform and provide a framework for work with the Newcastle Promise Board
* To ensure that the Board robustly pursues its business to fulfil the aims and objectives of the Newcastle Promise Board
* To facilitate the involvement of all Board members in decision-making
* To keep abreast of current national and local education issues and developments to inform the work of the Board
* To represent the Promise Board and Newcastle Schools at a range of local and regional educational events
* To contribute to the preparation of the annual report on the work of the Newcastle Promise Board, that will be delivered to all stakeholder groups and be publicly available on request
* To ensure the Promise Board has a clear strategic plan towards identified priorities with an agreed process for demonstrating impact
* To ensure a clear communication and engagement strategy with the wider school community, including reporting back to key stakeholder groups on a termly basis.
* To recognise wider opportunities to enhance working practices and coordinate annual review of Board composition and function.
* To liaise with the chairs of the Promise Board Sub-groups and ensure communication between all parts of the Promise Board are transparent and effective.

## Accountability

The Chair is accountable to members of the Promise Board. The Chair will maintain a close working relationship and meet regularly with the partners in the Local Authority.

**Terms of office**

* The chair will be employed for the equivalent of 15 days per year at a rate of £500 per day.
* Costs will be shared between the local authority and a contribution from all schools in the city.
* The Chair will receive administrative support to carry out the role, supplied by the Local Authority
* The position of the Chair is to be reviewed for re-election annually at the last meeting of the Promise Board in any academic year.

March 2020