

The Northern School of Contemporary Dance
ROLE DESCRIPTION AND PERSON SPECIFICATION
CHAIR OF THE BOARD OF GOVERNORS
(January 2025)

Overview

The Governors of the Northern School of Contemporary Dance are responsible collectively and individually with discharging the legal obligations for the governance of the School. Our Governors play a vital role in making sure that the School achieves its vision, mission, aims and objectives as set out in our strategy.

The role of Chair of Board of Governors will oversee the overall strategic direction, governance and financial management of the School as well as monitoring the performance of the School's Senior Leadership Team.

You will also ensure that the School has a strong relationship with external stakeholders and will support and challenge the Senior Leadership Team to enable the School to grow and thrive, through the vision, mission and strategy for the organisation. The role will play a vital role in setting the culture of the organisation including our commitment to equity, equality, diversity and inclusion (EDI), safeguarding and environmental sustainability.

Terms of Appointment

Governors are appointed for a four-year term of office, renewal for one further term to a maximum of eight years. This is a voluntary position, but reasonable expenses can be reimbursed. The Chair is appointed on a two-year basis and can be reappointed for a second and final term to a maximum of four years.

It is expected that you will attend and Chair four Board meetings annually, as well as an annual Board away day. There may be occasional additional formal or informal meetings in person and/or online.

The School currently has 4 sub-Committees and one Development Group established to plan for the 40th celebrations for the school.

- Audit Committee
- Finance and Resources sub Committee;
- Remuneration and Staffing sub Committee; and
- Nominations and Governance

Governors are asked to join one or more Committee where their skills, experiences and/or contributions is believed would add value. The Chair of the Board is required to chair the Nominations and Governance committee and is not eligible to serve on the Audit Committee.

Purpose of the role

To hold to account the Board of Governors and the CEO / Principal of the School via good governance to further organisational development, keeping within the NSCD's vision, mission and values.

- To oversee the financial reporting of NSCD and to provide advice and guidance on all aspects of management and reporting.
- To oversee the Foundation's risk framework and work with the Senior Leadership Team to ensure appropriate risk management processes are in place.
- To work closely with the Executive leadership team to review, develop, implement and report of the performance of the institutional strategic plan.
- This role will require a time commitment of **circa five to ten hours per month** depending on the meeting

schedule.

1. The role of the Chair of the Board of Governors is to:

- 1.1. Lead the Board in an open and positive way, supporting and encouraging all members to make a full contribution and work effectively as a team in the fulfilment of all aspects of its role and responsibilities.
- 1.2. Develop an effective partnership with the senior leadership team to lead the School in meeting the needs of learners and to continuously improve the services it provides to them.
- 1.3. Set the tone for excellent and constructive working relationships between the School and its funders and stakeholders
- 1.4. Ensure the Board provides constructive challenge and direction to the senior leadership team.
- 1.5. Ensure the Board operates high standards of governance and probity and operates in accordance with its code of conduct and rules and by laws
- 1.6. Ensure the Board determines the educational character, mission and strategic direction of the School and has oversight of its activities and sets policy and targets and evaluates performance against these targets;
- 1.7. To act in accordance with the principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

2. Principle Duties include:

- 2.1. Work with the Principal and Clerk to the governors to ensure that the Board meetings are well planned, meaningful and enable it to discharge its responsibilities effectively.
- 2.2. Chair meetings of the Board and participate as appropriate in meetings of any committees or task-and-finish groups of the board of which the chair may be a member.
- 2.3. Represent the Board/ School at public and private events including student awards ceremonies, performances, open days and other external events.
- 2.4. Act in an ambassadorial role to promote the interests of the School in order to further its strategic aims. This may include advocating in relation to fundraising and strategic developments, lobbying government and liaising with funders and partners.
- 2.5. Lead an annual review of the work of the Board to ensure that it works effectively and has a balance of appropriate skills and expertise and conduct appraisals of its members.
- 2.6. Act on behalf of the Board between meetings on routine matters and matters specifically delegated by the Board and respond to requests for action in cases of urgency, in accordance with the scheme of delegation.
- 2.7. On behalf of the Board undertake the annual appraisal and performance management of the Principal/CEO and Clerk to the Governors.
- 2.8. To ensure the effective and efficient administration and financial stability of the organisation.

- 2.9. Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the School effectively and which also reflects the wider population.
- 2.10. Ensure that the CEO/Principal has the opportunity for professional development and has appropriate external professional support.

3. Time Commitment

- 3.1. Approximately 140 - 160 hours per annum.

Person Specification – Chair of the Board of Governors for NSCD

| | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| General | | |
| Meets the essential and legal criteria for being a governor at the School. | ✓ | |
| A commitment to education and the needs and success of learners. | ✓ | |
| A commitment to the School's values and culture of inclusivity | ✓ | |
| Experience | | |
| Experience of working at board level (or equivalent), ideally as chair, in either the public or private sector. | ✓ | |
| Higher education leadership/management experience at a senior level. | | ✓ |
| Experience of undertaking external representation of organisations | | ✓ |
| Experience of substantial transformation in a public or private sector organisation. | ✓ | |
| Experience of the performance management of senior professional staff. | ✓ | |
| Skills | | |
| Excellent leadership skills, the ability to inspire others and bring people together. | ✓ | |
| Able to think, act and lead strategically. | ✓ | |
| Significant experience of chairing meetings. | ✓ | |
| An inclusive and consultative approach | ✓ | |
| A commitment to equity, equality, diversity and inclusion. | ✓ | |
| Proven interpersonal, communication and people skills. | ✓ | |
| Able to lead a board which can embrace challenge and differences of opinion but achieve consensus on key objectives. | ✓ | |
| Able to tackle difficult decisions, take responsibility and ensure resolution. | ✓ | |
| Able to ensure that the needs of students and student voice is recognised and at the heart of the School's governance. | ✓ | |
| Able to instil trust, confidence and respect. | ✓ | |
| Knowledge and experience of good practice in governance. | ✓ | |