

Senior Independent Governor of the NSCD Board of Governors (“SIG”)

Role description and process

The role of SIG has been established to provide:

- enhanced support to the Chair in the leadership of the Board of Governors and in the development and improvement of governance practices.
- an alternative communication channel between the Chair and the Board and a point of contact for Governors to raise issues and concerns.
- a lead on Board matters where it would not be appropriate or feasible for the Chair or Vice Chairs to be involved.

The individual will be appointed from among the external members of the Board, other than the Chair, or Vice Chair. If any of the members currently in those roles would like to be considered for the role of SIG, they must do so on the understanding that they would step down from their current role if they took on the SIG role.

The SIG will be appointed by the Board on the recommendation of the Nominations and Governance Committee.

Criteria and qualities required:

1. Ability to serve as a sounding board for the Chair.
2. Ability to take the lead in evaluating the Chair’s performance, and to serve as an intermediary for the other Governors: this will require strong interpersonal skills and the ability to craft a relationship with the Chair that is both appropriately supportive, but also sufficiently independent when required.
3. The SIG should have, or should have the ability to develop, strong relationships with the other members of the Board of Governors and maintain the trust of both Executive and non-Executive members. He or she should be approachable and proactive in offering meetings, and through these meetings should be capable of developing a balanced view of issues and concerns.
4. The SIG will normally be appointed for a term of between 1 and 4 years, by mutual agreement at the start of their appointment. Reappointment will be considered for another term, subject to the overall cap of 8 years’ service on the Board.

Duties:

1. Lead the annual review of the performance of the Chair of Governors informed by feedback from Governors, regular attendees and other key stakeholders who interact with the Chair.
2. Discuss the outcomes of this annual review of the Chair’s performance with the Chair, highlighting areas of strength and identifying improvements which could be made in the leadership of the Board of Governors.
3. To lead a meeting with the lay members of the Board, without the Chair present, at least annually to review the Chair’s performance and on such other occasions as are deemed appropriate.
4. Act as a confidential contact point for members of the Board where they have raised concerns through the normal channels of Chair, Vice Chair or Principal, and these have not been resolved, or where raising concerns through these normal channels would not be appropriate.
5. Work with the Chair and other members of the Board to resolve significant issues and to maintain the Boards stability in periods of stress, particularly where there may be challenges in the relationships between key individuals and members of the Board, or where members have raised concerns, in relation to the School’s governance arrangements, which they feel are not being addressed.

6. Act as a sounding board for the Chair of Governors, providing them with support, advice and guidance, by exception, on governance-related matters.
7. Sit on Nominations and Governance Committee and Remuneration Committee.
8. Be involved in planning Governance effectiveness reviews and responding to the results of the reviews.