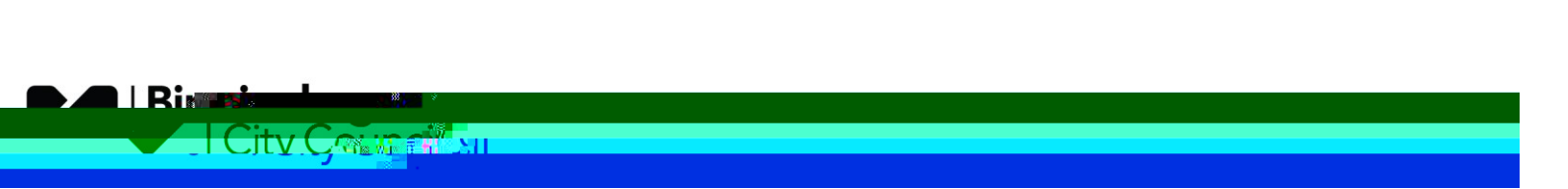


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- c) The term of office of the Chair and Vice-Chair should be recorded in the minutes of the meeting.
 - d) The GP/Clerk then invites nominations for the office of Chair. It may be that nominations have been sought in advance of the meeting. Nominees may also be given the opportunity to present their case – in which case a time limit should have been agreed in advance. The board must ask nominee/s to leave the room while the board discusses their nomination/s and for the vote. No governor standing for election can vote. Where there is more than one nominee we advise that a secret ballot is held. Only governors (i.e. not associate members nor the GP/Clerk) are entitled to vote.
 - e) The GP/Clerk announces the successful candidate who is duly elected Chair. The newly elected Chair then presides over the election of the Vice-Chair as outlined above.
 - f) The GP/Clerk must clearly minute the result of the election. It is not necessary to minute the number of votes cast; simply the outcome of the elections.
 - g) Boards are requested to inform governors@birmingham.gov.uk of all new Chair/Vice Chair appointments and ensure the DfE's Get Information About Schools (GIAS) and the Governors' page on the school website is updated as soon as possible.

If you have any queries regarding the election of the Chair/Vice Chair, please contact School & Governor support for advice: governors@birmingham.gov.uk.

2. Academies

The DfE model Articles of Association state that Academy Trustees should elect a Chair and Vice-Chair each school year. It is possible for a trust board to have Co-Chairs and Co-Vice-Chairs if the trust board feels this is necessary and in the best interests of the academy trust.

3. Time in Office

Boards should consider how many times they re-elect their Chair to a new term of office. With effective succession planning in place, it can be beneficial for strong chairs to move on to another school or academy trust after a reasonable time. This can help to share expertise across the system and prevent boards stagnating or individuals gaining too much power and influence solely through their length of service.

The DfE advise that:

(DfE [Governance guidance](#),

4.5.2).

4. Support for New Chairs

S&GS provides training for new Chairs and termly Chairs' Briefings, both of which are free of charge to schools subscribing to our Service Offer. This training provides an overview of the main responsibilities for Chairs of Governors and how to ensure the effective functioning of the GB. Course dates can be found by [visiting our training website](#), scrolling down the left-hand side of the page and selecting 'Provider - SCHOOL & GOVERNOR SUPPORT'. The school office can make bookings via their usual BESS log-in.

School & Governor Support encourage new Chairs to get in touch with us – just email governors@birmingham.gov.uk and one of the team will follow up with you directly.

More guidance on the role and responsibilities of the Chair is available here:

DfE: [Governance guidance for maintained schools \(section 4.5\)](#) and for academy trusts (section [4.4.1](#))

NCST: [Role description – Chair of a school trust board](#)

NGA: [Role description for governing board chairs](#)

For more information about this briefing note, please contact:

School & Governor Support

Children and Families Directorate

Birmingham City Council

Email: governors@birmingham.gov.uk

Web: [School and Governor Support Webpage](#)