



Newby and Scalby Primary

working to learn together

16th September 2022

Dear Parent

PARENT GOVERNOR VACANCY

I am writing to let you know that there is a parent governor vacancy for 1 parent governor on our governing board, and to ask for nominations.

The governing board, with the head teacher, has overall responsibility for the running of the school. The three core functions for all boards are:

- to ensure that the school has a clear vision, ethos and strategic direction
- to hold the head teacher to account for the educational performance of the school and its pupils
- to oversee the financial performance of the school and making sure its money is well spent

You do not need any specific qualifications to be a governor. The most important thing is that you are interested in the success of the school and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board will have parent governors who have a range of skills.

There are some circumstances under which someone cannot serve as a governor and these are detailed on the further information sheet attached to this letter.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training.

If you feel you can help in this capacity, please contact Jane Price for a nomination form which will need to be completed and returned to the school by 12:00 noon on Friday 30th September 2022.

You should be aware that successful candidates will be required to:

- undergo a Disclosure and Barring Service (DBS) check
- sign a governors' Code of Conduct
- provide details of relevant business and financial interests
- agree to the publication of some details on the school website and on the [Get Information about schools service](#).



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If there are more applications than vacancies, an election will need to be held. Should this be the case, you will be contacted again with details of how you can vote and information about the candidates standing for election.

Further information about governors and the work they do can be found at <https://www.gov.uk/government/collections/local-authority-maintained-schools-governance>.

If you would like to know more about the role of a governor at our school, please contact us on 01723 365686.

Yours sincerely

Paul Davidson
Head teacher



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Further information

Eligibility

To be eligible to stand for election as a parent governor you must have parental responsibility for, or care for, a child or young person registered at the school on the date of the election. This date is deemed to be the closing date for the receipt of nominations, or the date on which the governor position becomes vacant, if elections are being carried out in advance.

Disqualification

A parent is disqualified from standing for selection if they are:

- an elected member of the local authority
- paid to work at the school for more than 500 hours in any consecutive 12 month period
- subject to any of the disqualifications under the School Governance (Constitution) (England) Regulations 2012. Full details will be supplied with the nomination papers.

Term of office

The standard term of office is 4 years from the date of appointment. Parent governors may continue to serve their full term of office even if their child leaves the school.

The role of the parent governor

The role of the parent governor is not as a spokesperson for the views of parents. They are the same as any other governor on the board, providing a 'parental viewpoint' ie representative parents rather than representatives of parents.

Can you be removed from the role?

There are some circumstances where governors can be removed from their role. These include repeated non-attendance at meetings and behaviours not in accordance with the code of conduct.

Frequency of meetings and time commitment required

Our board meets 5 times per year. Meetings start at 6:15pm and last around 90 minutes.

Local Governing Committee (LGC) role description

Governors work together to assist Trustees to carry out their core functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

Governors must also ensure that the Trust Board complies with all legal and statutory requirements. The Trust's Scheme of Delegation sets out the levels of delegation for Local Governing Committees (LGC) and should be referred to regularly by governors. Governors should seek the advice of the clerk to the LGC and other professional advice as appropriate.

LGC strategic responsibilities

LGCs work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing committee is strategic. As such, governors are responsible for:

- working with senior leaders to develop a strategy for achieving the Trust's vision
- deciding the principles that guide school policies and approving key policies
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- having oversight of the school's budget, premises and other resources (including staffing) and ensuring local issues are taken into consideration by the Trust Board
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives via the School Development Plan (SDP)
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance

- asking challenging questions of school leaders in order to hold them to account
- ensuring the school is operating effectively in line with the Trust and School policies
- holding the headteacher to account for standards and compliance with agreed policies
- visiting the school to monitor implementation of the strategy (SDP) and reporting back to the committee, via link governor visits and visits to assess progress towards the SDP
- ensuring that there are policies and procedures in place to deal with complaints effectively

Panels

When required, governors are expected to serve on panels in order to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

Contribution to the LGC

Governors should ensure that they are making a positive and meaningful contribution to the LGC by:

- attending meetings (5 LGC meetings each year), reading papers and preparing questions for senior leaders in advance
- regularly checking governors' CVLT email address
- establishing and maintaining professional relationships with senior leaders and colleagues on the committee
- getting to know the school, including visiting the school occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis

Expenses

Governors should receive out of pocket expenses incurred as a result of fulfilling their role as a governor. Please see section 15 of the Trust's Finance Policy.