



5 October 2020

Dear Parent / Carer

### **Parent Governor Vacancy**

We currently have a vacancy for a parent governor to join the School's Governing Board. The Board supports the strategic direction of the school and we would welcome applications from all parents/carers who have a child registered at the school.

You do not need to have experience of working in education as training is provided. A willingness to learn is essential, as well as having the time to commit to supporting the school to develop, and to act as a 'critical friend'.

### **The parent governor role**

Parent governors are not elected to represent all the parents/carers, but to bring the voice of a parent/carer to the governing board.

Governance is a vital element in school leadership and all governors are expected to play a part in improving the effectiveness of the governing board. Governors must be committed to keeping up-to-date with the expectations of their role by attending training and also attending governors' meetings and liaison with the school.

This is an important and exciting opportunity for someone who supports our community ethos and can contribute fresh thinking. You could gain experience that may benefit your personal and professional life, meet people, develop team-working skills and learn how the school works. Above all, you make a difference to the development of the children at the School.

If we receive more than one application, we will need to run an election and ask all parents to vote. This will only involve the sharing of your statement to parents and does not involve any public speaking or public canvassing of votes.

As part of your application, we ask all applicants to complete a statement of between 150 and 200 words to support their application, so that all parents may make an informed decision when voting. This should outline why you wish to be a parent governor and what you feel you can offer the Governing Board. You may include any information which you consider relevant – whether that be your work/ life experiences, or your experience as a parent.

When all the applications are received, they will be shared with all parents who will then be invited to participate in a vote on a date to be confirmed.

Overleaf is further information about being a governor, but if you have any questions please contact Nicky Jackman, Clerk to Governors: [clerk@longhill.org.uk](mailto:clerk@longhill.org.uk)

**If you are interested, please complete an application & return to the Clerk by **midday on Friday 16 October**.** I look forward to receiving applications for this vital role.

**Kate Williams, Head teacher**

## Guide to being a school governor

### Time commitment

The term for the elected parent governor is r years. There are 3 full governing board meetings each academic year, which all governors are expected to attend; plus 3 sub-committees also meeting once a term. **Meetings start mainly between 4pm to 6pm and due to the COVID pandemic are currently held online.**

Governors also spend time reading papers and preparing questions prior to meetings, as well as carrying out liaison with various parts of the School, attending training and being members of working groups or panels as required. You may expect to spend around ten days a year on duties (equating to half a day per fortnight in term time) and up to 20 days a year with any chairing responsibilities.

### Training

You would be expected to complete the Governor Induction Programme provided by the local authority, which comprises five hours (in two short sessions or one long session), with a choice of daytime and evening sessions. There are other training courses you may attend and there are online learning modules you can undertake. The local authority also provides advice and guidance by phone and email.

### The governing board

Our governing board is made up of 14 governors which include two parent governors, and one staff governor, the Headteacher, one local authority governor and 9 co-opted governors. Governors contribute to the work of the governing board in raising standards of achievements for all pupils. This involves providing a strategic view for the school, acting as a critical friend and ensuring accountability.

### Parent governors

Parent governors are not elected to represent all the parents, but to bring the voice of a parent to the governing board. Although parent governors may be regarded as the official channel for parents' views, there are other methods for parents to make their views known. In governing board meetings, parent governors vote after hearing the views of all governors so they can make an informed decision.

### What do governors do?

The governing board provides strategic leadership and accountability in schools. It has three key functions:

- Overseeing the financial performance of the school and making sure its money is well spent
- Holding the head teacher to account for the educational performance of the school and its pupils
- Ensuring clarity of vision, ethos and strategic direction

Governors set the aims and objectives for the school and set the policies and targets for achieving those aims and objectives. They monitor and evaluate the progress the school is making and act as a source of challenge and support to the head teacher. In action, this means:

- Appointing and performance reviewing the head teacher and senior leaders
- Managing budgets and deciding how money is spent
- Engaging with pupils, staff, parents and the school community
- Addressing a range of education issues within the school including disadvantaged pupils, pupils with special needs, staff workload and wellbeing
- Looking at data and evidence to ask questions and have challenging conversations about the school.

Governors should also be committed to their role and to young people; confident in having courageous conversations; curious with an enquiring mind; able to challenge the status quo to improve things; and collaborative to build strong relationships.