

Parent governor vacancy

We have a new vacancy for a parent governor on the board of the Hove Learning Federation, the governing body for West Hove Infant School and Hove Junior School and would like to invite all parents and carers* to consider this opportunity.

The role of the governing board

Governors play a vital role in the school, working as a team with school leaders and providing support and challenge. They are responsible for setting the vision and strategic direction of the school and ensuring it is well-managed and accountable.

Governors are not involved in the day-to-day running of the school but play a key role in overseeing its performance and in making sure that it is providing the best possible education for all pupils. We also have a responsibility to represent the views of parents and the wider community in the decision-making process.

The role of a parent governor

Being a parent governor is a rewarding and challenging role. It is a great opportunity to make a real difference to the education of the children at our schools. It is also a chance to learn more about the schools and how they work, and to develop new skills and knowledge. You'll play a vital role in bringing a parental perspective to the governing board, but you're not there to speak 'on behalf' of the parent body.

We welcome applications from all parents/carers with a wide range of skills and experience. To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to make sure the governing board delivers effective governance

The governing board is keen for candidates with the following skills to apply: SEND (Special educational needs and disabilities), EDI (Equalities, Diversity and Inclusion), Finance and HR (Human Resources) experience.

You do not need to have experience of working in education as training is provided. We greatly value and promote an ethos of inclusivity and it is important that the governing board reflects the diverse backgrounds, ethnicity, and cultures of the whole school community. We therefore encourage all parents and carers to consider applying.

You can find out more about being a governor on this [set of short videos](#).

If you are interested, please complete the application form attached at the bottom of this letter and send it to the Clerk to Governors at -

clerk@hovelearningfederation.brighton-hove.sch.uk. Please contact the school office if you require a paper copy.

We have included some information about being a governor, which you should consider carefully to ensure you can commit to the role.

The application process

If we receive more than one application, we will need to run an election. This is why we ask all applicants to complete a statement of between 150 and 200 words to support their nomination, so that other parents/carers can make an informed decision when casting their votes. You 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 and life experiences, or your experience as a parent.

The closing date for the return of completed applications is **Friday 19th September 3pm**. If we receive more than one application, the information on each nominee will be sent on **Monday 29th September** and parents will be invited to vote for their preferred candidate until **Thursday 9th October 3pm**. Votes will be counted the following day **Friday 10th October 10am**. Parents/carers are welcome to attend the count.

Please follow the link on the nomination form page see to see the grounds for disqualification from governorship.

If you have any questions about the role, please contact us:

clerk@hovelearningfederation.brighton-hove.sch.uk

Yours sincerely

Maddie Southern
Headteacher

Lisa Marshall
Chair of Governors

* The definition of parent under education law covers the following:

- Natural parents whether they are married or not
- Any person who has [Parental Responsibility](#) for a child or young person
- Any person who has care of a child or young person, such as lives with and looks after the child

Where this is unclear, the school will decide who comes within the definition of a parent in respect of a pupil. Generally, parents include all those with day-to-day

responsibility for a child. This doesn't necessarily mean they need to have care for a child in a legal capacity. Please contact us if you have any queries.

Being a school governor

Time commitment

The term for the elected parent governor is four years. All governors are expected to attend the full governing board (FGB) meetings (currently twice a term) and an annual strategy day. The FGB meetings run from 6.00-8.00pm on dates that suit the current membership. You will also be a member of either the Curriculum & Inclusion Committee, or the Finance & Leadership Committee (all sub-committees of the Board) which meet termly at varying times. We do not normally have parents on our Safeguarding Committee. Governors also spend time reading papers and preparing questions prior to meetings, as well as carrying out school visits, attending training and being members of working groups or panels as required. On average, you should expect to spend between 10 and 20 days per year on duties, depending on your responsibilities.

Training

You will be expected to complete the Governor Induction Programme provided by Brighton & Hove City Council. This takes approximately five hours and includes an online welcome session, eLearning and a face-to-face or online plenary where you can meet other new governors. There are several opportunities throughout the year to carry this out, with daytime and evening sessions available. After Induction, we encourage attendance at other training courses as needed, and there are eLearning modules you can undertake in your own time.

The governing board

Our governing board is made up of two parent governors, one staff governor, the headteacher, one local authority governor and nine Co-opted Governors. Governors contribute to the work of the governing board by:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

([DfE Governance Handbook](#))

Parent governors

As a parent governor, you will bring the voice of a parent to the governing board. You are not elected to represent all the parents in the school. Although you may on occasions be regarded as the official channel for parents' views, there are other ways which parents are encouraged to pursue to make their views known. In governing board meetings, you will report on issues that may be affecting parents. However, you do not have to adopt these as your own opinions when you vote, as you must ultimately decide on what is right for the school after listening to the views of all governors.

Code of conduct

On appointment, you will sign a code of conduct to show you are clear about your roles and responsibilities as a governor, and how to conduct yourself when carrying out duties. By signing this, you will also agree to adhere to the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Nomination form for parent governor at Hove Learning Federation

Please send the nomination form to the Clerk to Governors via email by **Friday 19th September 3pm** - clerk@hovelearningfederation.brighton-hove.sch.uk

Candidate:	Child:
<p>I certify that the information on this form is correct and that I am not disqualified for appointment as a school governor for any reasons given in Schedule 4 of The School Governance (Constitution) (England) Regulations 2012.</p> <p>I agree to inform the clerk to governors if I subsequently become ineligible.</p> <p>I understand that I will be asked to apply for a Disclosure and Barring check before appointed.</p> <p>Candidate's signature:</p>	

Candidate's supporting statement (between 150 & 200 words):