

## **Staff governor vacancy**

We have a new vacancy for a staff 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 staff, both teaching and support staff at the school 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 staff governor**

Being a staff 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 develop new skills and knowledge. The staff governor's role is to bring their unique staff perspective to the board. Apart from that, it's no different from other governors. Your role isn't to represent staff, nor to be held to account by the governing board.

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.

Governor training is provided by Brighton & Hove City Council. A willingness to continuing development is essential, as well as having the time to commit to making a positive and meaningful contribution to the board. Please see the school's Special Leave policy for further information –



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You can find out more about being a governor on this [set of short videos](#). We have also included some information overleaf about being a governor, which you should consider carefully to ensure you can commit to the role.

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 staff can make an informed decision when casting their votes. You should outline why you wish to be a staff governor and what you feel you can offer the governing board. You may include any information which you consider relevant, which may be from both your experience inside and outside work.

The closing date for the return of completed applications is **Friday 19<sup>th</sup> September at 3.00pm**. If we receive more than one application, the information on each nominee will be sent to all staff on **Monday 29<sup>th</sup> September** and all staff will be invited to vote for their preferred candidate until **Thursday 9<sup>th</sup> October at 3.00pm**. Votes will be counted on **Friday 10<sup>th</sup> October at 10.00am**. Staff 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:

[madeleinesouthern@hovejun.brighton-hove.sch.uk](mailto:madeleinesouthern@hovejun.brighton-hove.sch.uk)  
[lisamarshall@hovejun.brighton-hove.sch.uk](mailto:lisamarshall@hovejun.brighton-hove.sch.uk)

Yours sincerely

Maddie Southern  
Headteacher

Lisa Marshall  
Chair of Governors

## Being a school governor

### Time commitment

The term for the elected staff governor is four years. All governors are expected to attend the full governing board (FGB) meetings (currently twice per term) and an annual development day. The FGB meetings run from 6.00-8.00pm on dates that suit the current membership. You will also be a member of a sub-committee, either the Curriculum & Inclusion Committee, the Finance & Leadership Committee, or the Safeguarding Committee which meet termly at varying times. Governors also spend time reading papers and preparing questions prior to meetings, as well as carrying out governor visits in the school, attending training and being members of working groups or panels as required. You should expect to spend approximately 10 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](#))

### Staff governors

As a staff governor, you will bring a staff voice to the governing board. You are not elected to represent all the staff in the school. Although you may be regarded as the official channel for the views of staff, there are other ways for staff to make their views known. In governing board meetings, you will report on issues that may be affecting staff. 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 staff governor at Hove Learning Federation.

Please send this form to the clerk to governors by **Friday 19<sup>th</sup> September at 3.00pm**  
- [clerk@hovelearningfederation.brighton-hove.sch.uk](mailto:clerk@hovelearningfederation.brighton-hove.sch.uk)

Candidate:	
<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 <a href="#">Schedule 4 of The School Governance (Constitution) (England) Regulations 2012</a>.</p> <p>I agree to inform the clerk to governors if I subsequently become ineligible.</p> <p>Candidate's signature:</p>	

<p><b>Candidate's supporting statement (between 150 &amp; 200 words):</b></p>
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