



Tuesday 15<sup>th</sup> June 2021

## **Parent Governor Election**

We have a vacancy for two Parent Governors to join the Federated Governing Board. Governors contribute to the vision, ethos and strategic direction of the school; supporting and challenging the school to continually improve. This is an opportunity to bring new skills and experience to the Board, enabling the schools to become more effective and drive school improvement.

**We welcome applications from all parents/carers who have a child registered at the school.** Both schools value and promote an ethos of inclusivity. We would particularly like the Federated Governing Board to reflect the diverse backgrounds, ethnicity and cultures of the whole school community. We encourage all parents and carers to consider candidacy.

We require a wide range of skills, experience and diverse thinking on the Governing Body so that we can strategically support the school for future success. You do not need to have experience of working in education as training is provided. It is expected that Governors will attend induction and other relevant training.

If you are interested, please complete the attached nomination form (copies can be collected from the school office if required) and return to the school office at either school for the attention of 'Senior Clerk to Governors'. We have included some information about being a Governor including the time commitment, which you should consider carefully to ensure you can commit to the role.

You will be required to ask another parent to propose and a different parent to second your nomination. Both must be parents/carers of children who are currently registered at the school and not your spouse/partner. If we receive more than one application, we will hold an election. All applicants must complete a statement of between 150 and 200 words to support their nomination, so that parents can make an informed decision when voting. You should outline why you wish to be a Parent Governor and what you feel you can offer the school. 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 midday on **23<sup>rd</sup> June 2021**. If we receive more than one application, the information on each nominee will be sent out on **23<sup>rd</sup> June 2021** and parents/carers will be invited to vote for their preferred candidate until midday on **7<sup>th</sup> July 2021**. Voting slips will be opened and counted on **8<sup>th</sup> July 2021**.

If you would like to discuss the role, please contact Louise Wilkinson, Co-Chair of Governors, HJS at [louisewilkinson@hovejun.brighton-hove.sch.uk](mailto:louisewilkinson@hovejun.brighton-hove.sch.uk) or Julia Wolage, Chair of Governors, WHIS at [juliawolage@westhove-inf.brighton-hove.sch.uk](mailto:juliawolage@westhove-inf.brighton-hove.sch.uk).

If you have any other questions, please contact Belle Howard, Senior Clerk to Governors (HJS) at [bellehoward@hovejun.brighton-hove.sch.uk](mailto:bellehoward@hovejun.brighton-hove.sch.uk).

Being a school governor is interesting, challenging, worthwhile and rewarding and we really hope that you consider applying.

Yours sincerely,

Belle Howard  
**Senior Clerk to Governors**  
**Hove Junior School**

## The Role of A School Governor

### Role Purpose

The purpose of governance is to provide confident and strong strategic leadership which leads to robust accountability, oversight and assurance for educational and financial performance.

Boards of Governors have three core responsibilities:

- **Hold school leaders to account for the educational and financial performance of the school**
- **Set the school's vision and values, and the strategy for achieving this vision**
- **Ensure the school's financial success and probity**

The Governing Body's powers and responsibilities must be exercised in partnership with the Headteacher and staff.

### Responsibilities

- Develop the school's vision and strategy
- Set a culture of high educational standards, which promotes staff and pupil wellbeing
- Ensure the school follows the National Curriculum, and that all pupils, including those with special educational needs (SEN), can access the curriculum
- Monitor provision for pupils with SEN
- Monitor the school's educational performance, using a range of data sources
- Ensure stakeholders (parents, pupils, staff, the local community) are informed and consulted
- Approve the school budget and monitor and evaluate the school's financial performance
- Approve and review school policies, and hold staff to account for their implementation
- Ensure the school is compliant with legal requirements
- Carry out the appointment and performance management of the Headteacher
- Monitor and evaluate the school's staffing structure(s)
- Monitor health and safety in the school
- Work in co-operation with the local authority, having regard to any guidance it issues

### Skills & Experience

#### Essential:

- Critical listening and ability to ask effective questions
- Strategic thinking
- Excellent communication skills
- Problem-solving and analysis

#### Desirable:

- Understanding of data
- Equality, Diversity and Inclusion skills and experience
- Finance and/or accounting knowledge
- HR experience
- Knowledge of education
- Leadership and management skills
- Risk management skills
- Legal expertise
- Marketing and communications skills

## Being A School Governor

### Time Commitment

The term for the elected Parent Governor is four years. As a guide, we expect that the role will involve between 8 and 10 hours per month:

- There are six full Governing Body meetings per year, which all Governors are expected to attend. The times and dates are set a year in advance.
- There are also committee meetings each term, we ask all Governors to be a member of at least one committee and contribute to its action priorities.
- There are also areas of responsibility which are assigned to individual Governors, such as Safeguarding, Curriculum or Health & Safety.
- As well as attendance at meetings there are other time requirements, including school visits and participation in Task and Finish Groups.

There is a requirement for employers to give employees 'reasonable time off' to carry out their governor duties at maintained schools.

### Training

You would be expected to complete the Governor Induction training course provided by the Local Authority that are run regularly throughout the year, with daytime and evening choices. There are also other training courses you can attend as required and there are online learning modules you can undertake in your own time. The local authority also provides advice and guidance by phone and email.

### The Governing Body

Each Governing Body is made up of some elected members (parents and staff) and others appointed due to their skills and experience, e.g. Local Authority and Co-opted Governors. Governors contribute to the work of the Governing Body 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. Further details on the Governing Body can be found on the school websites:

- WHIS – <https://www.westhoveinfants.co.uk/governors-2/>
- HJS – <https://www.hovejuniorschool.co.uk/governors>

### Parent Governors

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

## Nomination Form for Parent Governor

Please hand in to the school office by **Wednesday 23<sup>rd</sup> June 2021**

Candidate:	Child:
Email:	
Contact telephone:	
<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: <a href="http://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made">http://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made</a>.</p> <p>I agree to inform the Senior 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 <a href="https://www.gov.uk/disclosure-barring-service-check">https://www.gov.uk/disclosure-barring-service-check</a>.</p> <p>Candidate's signature:</p>	

Proposer:	Child:
Proposer's signature:	

Secunder:	Child:
Secunder's signature:	

**Candidate's supporting statement (between 150 & 200 words) – you may email your supporting statement directly to the clerk if you wish to [bellehoward@hovejun.brighton-hove.sch.uk](mailto:bellehoward@hovejun.brighton-hove.sch.uk).**

*Guidance: you might find it helpful to consider why you would like to be a governor and what contribution you feel you could bring, for example what skills, knowledge or experience that you would bring to the Governing Board that would contribute to the success of the schools (please consider any paid or voluntary work or lived experience).*