

## **Long Lawford Primary School**

### **Governor Recruitment Pack**



Dear All,

We are currently looking to recruit 3 Co-opted governors to join Long Lawford Governing Body.

School Governors make a positive contribution to children's education by offering supportive challenge to help raise standards and monitor resources effectively.

Our governors work as a team and come from a range of different backgrounds, with diverse skills and experience. All Governors share a common interest of wanting the best possible education for the children of Long Lawford Primary School.

We would be delighted to hear from you if::

- \* you are interested in the education of children and the performance of the school
- \* you are able to consider matters objectively and make informed judgements
- \* you are able to challenge decisions and contribute to facilitating change

In looking to fill the vacancies we are particularly interested in applications from dedicated individuals in one or more of these areas; finance, human resources, health & safety and data analysis. Please do not be put off if you do not have these skills as we welcome all applications.

If you are interested or know somebody else who will be, please contact the school office to request an application form, alternatively a form can be printed from our school website.

All applications should be completed and returned by Friday 7th September 2018 at 12:00hrs. Applications are welcomed after this date for further consideration when vacancies arise.

We thank you for your interest and welcome all applications for the volunteer position of School Governor.

Yours sincerely

**Long Lawford Primary School ,Governing Body**

### **Have you thought about becoming a Governor?**

Becoming a School Governor offers the opportunity to make a valuable contribution in raising standards of achievement for all current and future children of Long Lawford Primary School.

School Governors play an important role in the leadership of the school, they have the opportunity to “make a difference” by influencing change and setting the strategic direction for the school.

Governors work together with the Headteacher, Senior Leadership Team and All staff to ensure the school provides a challenging and supportive environment for all children by acting as a Critical friend and ensuring accountability.

Governing bodies are made up of different types of governor. With the exception of the Local Authority governors (who are elected by the authority), all other types of governor are either nominated or elected by parents, school staff and children.

### **Key roles of Governance are:**

- Ensure clarity of Vision, Ethos and Strategic Direction
- Holding the Head Teacher to account for the Educational Performance of the school and the pupils
- Overseeing the financial performance of the school and ensuring budgets are set, maintained and managed effectively

**Responsibilities (not limited to)**

- To determine the schools vision, aims, policies and key priorities
- To monitor and evaluate the work of the school
- To ensure that all pupils receive an appropriate and balanced curriculum
- To invite, welcome, listen to the views of children and parents
- Ensure full support of the Head Teacher to recognise their significant leadership skills
- To approve the schools staffing structure
- To approve and monitor the school budget
- Monitor school attendance
- To ensure Health and Safety and welfare of pupils, staff and site visitors
- To ensure safeguarding measures are identified, recorded, monitored, evaluated and actioned where appropriate for all Pupils, Staff and Visitors.
- Governors to act in accordance with the Long Lawford Primary School Governing Body Code of Conduct
- To undertake the Head Teachers Appraisal
- To comply with the Equality Act in relation to employees and ensure Safer Recruitment procedures are followed
- Ensure RE and collective worship requirements are met
- Ensure compliance with Statutory Guidance for Sex and Relationship Education
- Ensure provisions for children with Special Education Needs are identified, assessed and delivered
- Ensure compliance with GDPR
- Ensure compliance with respect to Freedom of Information
- Resolve disputes including formal complaints, school exclusions and allegations against staff members when all formal channels have not reached a settlement

### **Fulfilling a Governance Role:**

- \* Governors should learn as much as possible/know the school as much as possible, identifying strengths and weaknesses and help to confidently understand and fulfil the role
- \*Governors must have or should obtain a current DBS check. To be arranged via SBM within 21 days of appointment.
- \* Governors must observe and respect Confidentiality. As a governor you will hear and read sensitive and confidential information.
- \* Governors must act in accordance with school policies and legal requirements.
- \*Governors will be required to attend regular Full Governing Body meeting and play an active role in committees and decisions making. There are generally 6 meeting per year lasting approximately 2hours. Meetings are planned at the beginning of each Academic Year
- \*Every Governor is encouraged to complete 1 Learning Walk through-out the academic year.
- \*Every Governor is required to complete 1 Governor Visit through-out the academic year.
- \*As a Governor you will be encouraged to take a Link role in governance which will give you a focal point for further analysis and may enable a further focus visit.
- \*The Governing Body has a number of sub-committees. All Governors are actively encouraged to sit on sub-committees. The sub-committees and linked governors are determined at the beginning of each academic year unless deemed necessary to adjust. The current Sub-committees include Recruitment Panel, Pay and Review Panel, Complaints Panel.
- \*Commitment to training and development opportunities

\*Governors are expected to observe and adhere to the Governors Code of Conduct

\*Governors must speak, act and vote in the very best interests of the school

\*Governors must respect all Governing Body decisions

\*Governors are a collective group and must never act alone

\*Governors should always represent the school positively

\*Governors may be approached by parents/members of the community with a complaint. You are not expected to deal with this complaint and should always refer people to follow the correct Complaints procedure.

### **Skills:**

Being a Governor can be very rewarding, it will provide you with the opportunity to meet new people and gain new skills. Experience in education is not necessary as training is provided and support is available from the Local Authority and other Governors.

Governors come with a wide variety of skills and knowledge however there are a number of qualities required of Governors including:

- An interest in the Education of the children at Long Lawford Primary School
- Sound Communication skills both in listening and expression
- Ability to use IT as a primary form of communication/information gathering. (\*GDPR compliant)
- A sense of fairness
- A commitment to Equal Opportunities
- A commitment to securing the best education outcomes for all children
- Tact and Diplomacy
- The ability to work as a Team Member
- An ability to respect confidentiality
- A willingness to participate in training and self-evaluation

### **Instrument of Government**

The number governors on the Governing Body is determined by the Governing Body's Instrument of Governance. The Instrument of Government is the document that records the name of the school and the constitution of its Governing Body.

**Long Lawford School Governing Body** comprises of 13 Governors

8 x Co-opted Governors.

2 x Parent Governors

1 x Staff Governor

1 x Local Authority Governor

1 x Ex-officio Acting Headteacher

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1 x Clerk to the Governors

*The roles as "Co-opted Governor" or "Parent Governor" are exactly the same. All Governors have equal rights and status with each other.*

**The current 2017/2018 Governing Body of Long Lawford Primary School is :**

Dave Lowe	Chair of Governors	Co-opted
Rachael Boswell	Vice Chair of Governors	Parent Governor
Ed Hughes		Parent Governor
Sharon Smyth		Co-opted
Margaret Patrick		Co-opted
Anna Jackson		Co-opted
Gemma Scott		Co-opted
Rev Paul Wilkinson		Co-opted
Srvidiya Venkat		Co-opted
Ros Barton		Co-opted/Acting Head
Gerry White		Local Authority
Mrs Nicola Hetherington		Ex-Officio/Acting Head
Tim Sutcliffe		Staff Governor
Angela Brown		Clerk to Governors

### **Joining Long Lawford Primary School Governing Body:**

You can join Long Lawford Primary School Governing Body via 2 routes:

- 1) **Elected** by other parents (Parent Governor)
- 2) **Appointed** as a Co-opted Governor (based on their skills-set)

Regardless as to whether a parent is appointed by Election or Co-opted they do not carry an obligation

Regardless as to whether a parent is appointed by Election or Co-opted they do not carry an obligation to express any views apart from their own and do not represent the parent body.

### **Who can become a School Governor?**

Any parents or carers of registered pupils are eligible to become a Parent Governor. Every parent regardless as to whether they live with the child is entitled to be nominated as a Parent Governor and is also entitled to vote in a Parent Governor election. A “parent” is a person with “parental responsibility” as defined by the Children’s Act.

A Co-opted Governor you will be able to offer a valuable skill set to the Governing Body. Your skill set and area of expertise may not be within Education but your knowledge, experience and skill will help you fulfil your role in Governance.

### **Exclusions to Governance**

You **may not** apply to become a school governor or if:

- You have been declared bankrupt
- You are included on the list of teachers and workers prohibited or restricted from working with children or young people
- You are disqualified from working with children
- Liable to be detained under the Mental Health Act 1983
- Subject to disqualification order under the Company Directors Disqualification Act 1986 or to an order under section 429(2) of the insolvency Act 1986
- Have been removed from the office of charity trustee or trustee for a charity by having the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body
- Been disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- Have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor.
- Have received a prison sentence of 2 ½ years or more in the 20 years before becoming a governor
- Having at any time received a prison sentence of 5 years or more.
- Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor.

### **Term of Governance:**

The usual term of office is for 4 Years from the date of appointment. A Governor can be re-elected for continued term in office if they wish and are duly re-nominated.

The Governing body understand there maybe extenuating personal circumstances leading to Governors resigning or requiring temporary leave of absence. A Governor can resign at any time by serving notice to the Clerk to Governors

As a “Parent Governor” you may complete your terms of office even if your child has since left the school.

### **How are Governors nominated and elected?**

#### **Parent Governors.**

When a position becomes available for a Parent Governor the Head teacher shall advertise the post.

Applications shall be welcomed within the specified time-frame.

Any parent wanting to stand for election should complete the nomination form and must also be proposed and seconded by 2 other individuals entitled to take part in the election process.

If more applications are received than the number of available positions then an Election shall be held. The Headteacher will inform all parents that there is going to be an election. All parents of registered pupils at the school will be informed

If an Election is to be held, Ballot Papers shall be sent to all Parents and Carers inviting them to vote whom should become Parent Governor

If there are not enough parents standing for election to the Governing Body, the other members of the Governing Body must legally fill the vacancies by re-advertisement and/or consulting with defined rules.

### **Co-opted Governors.**

When a position becomes available for a Co-opted Governor the Head Teacher shall advertise the post and welcome applicants to apply in writing.

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The Governing Body will refer to this document when recruiting New Governors:

<https://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Chairs-of-Governors/The-right-people-around-the-table-a-guide-to-recru.aspx>

### **Taking Post**

Successful applicants will be contacted by the Chair or vice Chair of the Governing Body. Unsuccessful applicants shall also be notified in writing. The Successful applicant whether Co-opted or Parent Governor shall officially become a Governor at the next Full Governing Body Meeting, their terms of office starts from this date.

A New Governor recruitment pack will be issued.

All Governor Data is recorded on Edubase.

### **Edubase**

Under Section 538 of the Education Act 1996, maintained school governing bodies are now under a duty to provide the information required on Edubase from September 2016, and keep it up to date as those involved in governance change.

#### **Information to be collected**

For all maintained school governors, and academy trustees, members and local governors, the data the government will collect in Edubase and make publicly available is:

- Full Name (including title)
- Appointing Body (eg, board, foundation, parents etc)
- Date of appointment
- Date term of office end/ended if in the last year
- For maintained schools whether they are the chair of governors or a member of the governing body, for academies whether they are a trust member, a trustee, the chair of trustees, or a local governor on a local governing body.

**Help, advice and support whilst in post a School Governor:**

\*Chair of Governors

\* Vice Chair of Governors

\*Other Members of the Governing Body

\*The Head teacher

\* The Clerk of the Governing Body

\*Governance Training Courses run by the LA (the courses available shall be given to New Governors)

\*Governor Support Services at Warwickshire County Council 01926 745137 or via email to [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk)

\* Bi-monthly County Governor updates <http://headsup.warwickshire.gov.uk/heads-up-14th-march-2018>

**Co-opted Governor Application Form**

The Governing Body thank you for your interest and welcome your application to join Long Lawford Primary School Governing Body.

Please complete and return the Form to the **School Office** addressed to **“The Chair of Governors”**

The closing date/ time for nominations is Friday 7th September 2018 @ 12:00hrs

Successful applicants shall be notified by Monday 10th September 2018 @ 12:00hrs

The first Full Governing Body meeting for the academic year 2018/19 shall be 12.September 2018 at 17:30hrs

I ..... (Print Name)

wish to apply for a Co-opted Governor Position at Long Lawford Primary School.

Residential Address:

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I have read and understand the outlined exclusions to applying for a School Governance role and can confirm these do not apply.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Contact \_\_\_\_\_ Email: \_\_\_\_\_



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Signed	dated	