

9 May 2017

Dear Parents/Carers

Parent Governor Vacancies

We have two vacancies for parent governors which we need to fill as soon as possible. Kingsley has always aimed for a partnership with parents which undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor.

The governing board's main tasks are:

- to ensure that the academy has a clear vision, ethos and strategic direction;
- to hold the head and leaders to account for the educational performance of the academy and its pupils;
- to oversee the financial performance of the academy and make sure its money is well spent.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring that the governing board is aware of the views of parents and the local community. We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the academy's performance.

In looking to fill this vacancy the governors have identified the following skills, experience and attributes that they feel would help strengthen the governing board:

- Finance
- Human Resources
- Legal
- Buildings/Premises
- Health & Safety
- Marketing/Fundraising
- Education

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training.

If you feel you can help in this capacity please complete the application form which will need to be completed and returned to the academy by 12.00 noon on Wednesday 24th May 2017. Please mark the envelope for the attention of the Executive Head.

If there are more applications than vacancies, we will hold an election and you will be sent a voting paper in due course.

Yours faithfully

A Clark

**Mr A Clark
Executive Head**

Some questions and answers for prospective parent governors

What is the composition of the Local Governing Board?

Our Local Governing Board is made up of nine governors, as follows:

- 2 parent governors
- 1 Head of School
- 1 Staff Governor
- 1 Staff co-opted governor (School Business Manager)
- 4 other co-opted governors

Our Local Governing Board is a sub-committee of the Trust Board, and has delegated responsibilities. In particular, these relate to the standards of education in the academy (teaching and learning), the building itself (premises) and the community (parents and the wider community).

How much time will it take up?

Meetings of the Local Governing Board are held once a term, currently from 5.00 - 7.00pm at Kingsley.

You will be expected to join one of the Trust's committees, depending on your skills (HR/Finance/Admissions).

The Finance committee meets four times a year, the HR committee meets three times a year, and the Admissions committee twice a year. These meetings take place at Kingsley (CR0), Avenue (SM2) or Rushy Meadow (SM5) from 7.30 – 9.30pm.

In addition, you will be required to attend training sessions from time to time.

You will need to spend some time reading the agenda, the minutes and other papers to prepare for a meeting. Governor appointments are for a period of four years.

Can I get help to understand what happens at meetings?

Yes: the Head or Chair will meet new governors before their first meeting to talk through the agenda. If you feel it would be helpful, we could provide you with another governor as a “mentor” to help you through the first few meetings.

The induction training will help you to understand how governing boards operate and you should try to attend the training.

Do I get paid for being a governor?

No. All academy governors are unpaid volunteers.

What do governors actually do?

Governors are responsible for the strategic direction of the academy: they make long-term decisions about the progress and development of the academy. Governors help to appoint the senior staff, they make decisions about the academy’s budget, they decide on some policies for the academy and they set targets for pupil achievement and attendance.

Governors ensure that the academy provides the highest standard of education for every child.

Can I talk to parents or other people about what goes on in meetings?

You can talk about matters in a very general way, but you must not identify any individual member of staff or any child. As the governing board acts as a “corporate body” you cannot talk about any differences of opinion during the meeting, you can only report the final decision of the governing board. Part of the agenda is strictly confidential (it covers discipline, exclusions and similar items) and you must not talk about anything discussed in that section. Governors are asked to agree to a Code of Conduct that will be explained at your first meeting.

What are the benefits of becoming a governor?

You will learn how the academy manages its budget, personnel and buildings, and how academy policies are developed.

Are there any restrictions on becoming a governor?

Governors must be over 18 years of age; not be bankrupt, nor have served a long prison sentence nor have been disqualified from working with children. All governors are required to sign a declaration to this effect and an enhanced Disclosure and Barring Service (DBS) Check will be carried out.

If I enjoy being a governor here, can I become a governor of other schools?

Yes, you can be a member of another school governing board, but you cannot be a member of more than two governing bodies.

Nomination Form

I would like to nominate myself/or* _____ (full name)

Address: _____

Telephone: _____ Mobile: _____

Email: _____

I am a parent/carer of _____ (Kingsley pupil's name)

* Please delete as appropriate. If you are nominating someone else please check first that they are willing to stand and ask them to sign below.

Signature: _____

Cirrus Primary Academy trust is anxious that governing boards reflect the ethnic mix of its academies. To assist in gathering information would you please indicate which of the following categories you would place yourself in?

White

1. English / Welsh / Scottish / Northern Irish / British
2. Irish
3. Gypsy or Irish Traveller
4. Any other White background

Mixed / Multiple ethnic groups

5. White and Black Caribbean
6. White and Black African
7. White and Asian
8. Any other Mixed / Multiple ethnic background

Asian / Asian British

9. Indian
10. Pakistani
11. Bangladeshi
12. Chinese
13. Any other Asian background

Continued...

Black / African / Caribbean / Black British

14. African

15. Caribbean

16. Any other Black / African / Caribbean background

Other ethnic group

17. Arab

18. Any other ethnic group

Do you consider yourself to have a disability **Yes / No** (please delete)

If yes, please specify

All new governors are required by law to undergo a check on their suitability to serve. This will be a Disclosure and Barring Service (DBS) Check and a check against the "Barred List", which is a list of people, whose employment has been barred or restricted either on grounds of misconduct or for medical reasons.

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY AND WILL NOT BE SHOWN ON INFORMATION SENT TO PARENTS

Please include a statement of around 100 - 200 words to explain the reasons why you would be a suitable parent governor, including reference to which key skills you possess (see page 1 of the letter), giving examples. This statement will be shared with other parents if we hold an election.