

11 November 2019

Dear Parent / Carer

### **Parent Governor Vacancy**

The term of office of our current Parent Governor, Mr Neil Harrison, will come to an end in December 2019. Mr Harrison has been a key member of our Governing Body over the last 4 years and has done a wonderful job. Therefore, we have a vacancy for a Parent Governor, which we need to fill in December 2019.

The Governing Body has a strategic role in the management of our school. Responsibilities of the Governing Body include:-

- Setting the long term strategic goals and the vision for the school
- Ensuring high standards of achievement for every child
- Ensuring school finances are spent in the right places
- Recruiting staff, including the Headteacher

Further information about the role of a Governor and the Governing Body can be found at the end of this letter. Parent Governors are welcomed as valued members of the team and play a vital role in ensuring the Governing Body has parental insight into decision making.

We are particularly interested in nominations from parents with financial knowledge, managing finances or with this expertise. A knowledge of safeguarding procedures and a commitment to learning is also helpful.

We feel sure that there are parents/carers who are prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance. Training is available for all newly appointed Governors, and there is an expectation of the Governing Body that you will attend these induction sessions within the first year of your appointment.

**Please note you will be required to undergo an enhanced criminal record check and you must not meet the disqualifying criterion that is included with this letter.**

If you think that you have the time, skills and expertise to join our Governing Body, please complete the nomination form attached and return to school by **12 noon on Monday 25 November 2019**. You can also email your nomination to [PLennon@arrowsmith.wigan.sch.uk](mailto:PLennon@arrowsmith.wigan.sch.uk), please put 'Parent Governor Nomination' in the subject. Nominations received after the closing date will not be accepted.

Please provide a statement about why you would like to become a governor in no more than 300 words. The statement should include:-

- Evidence of the extent to which you possess the skills and experience the Governing Body desires
- Your commitment to undertake training and participate in the development of the Governing Body
- How you plan to contribute to the work of the Governing Body

If there are more nominations than vacancies, an election will be held. All parents will be sent a voting paper with your name and statement and be asked to vote.

If you have any questions or would like an informal conversation about the role of a governor, please contact the Clerk to Governors, Mrs P Lennon in the first instance on 01942 728651 x2223.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'S. Westhead', written in black ink on a light-colored background.

**S Westhead**  
**Chair of Governors**

## **Role of the Parent Governor**

The Governing Body has a strategic role in the leadership of the school. The core functions of the Governing Body are to:

- Ensure clarity of vision, ethos and strategic direction
- Hold executive leaders to account for the educational performance of the school and it's pupils, and the performance management of staff
- Oversee the financial performance of the organisation and make sure it's money is well spent.

Parent governors are in a unique position on a governing body. Not only do parent governors have to work in the best interests of the school, but they have to balance this with their natural desire to see the best outcomes for their own child(ren).

### **What are the good bits about being a Parent governor?**

- ❖ You have a very privileged and responsible role.
- ❖ You have the opportunity to make a difference for all children and to influence the way in which school works.
- ❖ You have the opportunity to make a difference, not only for your children, but for children in years to come.
- ❖ You will learn a lot and develop new skills.

### **How you fulfil your role**

- ❖ Attend governing body meetings regularly and play an active role in committees and decision – making.
- ❖ Undertake induction training and commit to other development opportunities
- ❖ Visit the school
- ❖ Learn all you can about the school.
- ❖ Be approachable to other parents, but make sure you are clear about your role.
- ❖ Always represent the school positively.
- ❖ As a governor you are one of a group and must never act alone.
- ❖ Always support the decisions of the full governing body. Have your say on decisions in meetings and vote in a way you wish; but then support the outcomes of votes – even if you disagree with them.
- ❖ Always, always, always observe confidentiality. You will get to know a lot of highly sensitive and confidential information – don't discuss it with anyone who is not a governor. Remember, a governor can be suspended or removed for serious breaches of confidentiality.

### **What you are not supposed to do**

- ❖ Gather the views of other parents and take them to the Governing Body
- ❖ Represent the interests of individual parents
- ❖ Be a link between parents and the governing body
- ❖ Bring complaints about the school to governing body meetings
- ❖ Vote as instructed by other parents



**To qualify to become a School Governor under The School Governance (Constitution) (England) Regulations 2012 you must be able to answer YES to all these statements:**

1. **I am not** the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
2. **I am not** subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
3. **I have not** been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body;
4. **I am not** included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
5. **I am not** barred from any regulated activity relating to children;
6. **I am not** disqualified from working with children or from registering for childminding or providing day care;
7. **I am not** disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
8. **I have not** been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
9. **I have not** received a prison sentence of two years or more in the 20 years before becoming a governor;
10. **I have not** at any time received a prison sentence of five years or more;
11. **I have not** been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
12. **I have not /will not** refuse a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate.

