



# Long Buckby Infant School

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## Parent Governor Elections Summer 2017 Long Buckby Infant School

7th November 2017

Dear Parents and Carers,

### **Vacancies for a Parent Governors**

The Governing Board would like to invite any interested parents and carers to put their names forward to join us on the Governing Board as a Parent Governor.

### **The role of a Parent Governor:**

All school governors have a strong interest in the safety and well-being of every pupil so that all children have an equal opportunity to learn to their best potential in a happy environment.

A Parent Governor provides a link between the Governing Board and the parents and carers.

To fulfil the role effectively, Parent Governors:

Attend governor trainings including in-service training sessions to broaden and update their governor knowledge so that they may:

- Make themselves known to the parents and carers of the school
- Listen impartially to concerns or suggestions raised by parents and carers
- Not take individual action but guide parents and carers toward appropriate lines of action and procedures
- Present a balanced view of issues, representing different sections of the community
- Contribute to the monitoring cycle for school improvement
- Uphold standards to provide the best learning experiences for all children

### **Training and Governor Development:**

Together with the Governor Induction Training, Governors select areas they would like to develop as part of their ongoing Governor Development. Guidance for this is given to new governors.

All new members of the Governing Board will be mentored by an existing governor on the Governing Board.

**All governors are required to undergo an enhanced DBS check [Disclosure and Barring Service] to support our robust safeguarding procedures.**



## Meetings:

There are six Full Governing Board Meetings a year. Governors are allocated to one of the two main committees based on their skill; Curriculum and Resources.

These committees contribute to an additional six meetings.

There are other sub-committees and role responsibilities that are available. No governor acts alone, everything is shared and monitored to guarantee consistency and our adherence to our statutory governing duties.

The committees are defined as follows:

- **Resources:** Prepare the draft budget, appraise different expenditure options, assess expenditure bids, forecast rolls and expected income levels, monitor and adjust in-year expenditure, ensure accounts are properly finalised at year end / review outturn, evaluate the effectiveness of financial decisions, ensure there are effective and appropriate systems of internal financial control, administer voluntary funds. Health and Safety together with Buildings and Grounds are also monitored and reported to this committee.
- **Curriculum:** to monitor the curriculum provision, attainment and achievement of all pupils, and ensure the provision made for particular groups including any special educational requirements is in place. Scrutinising assessment data, focusing on pupil progress and areas of strength and weakness, as well as target-setting. Monitoring attendance trends and setting attendance targets on an annual basis. Monitoring the quality of teaching and learning as this has a bearing on how the curriculum is delivered and how much progress is being made.

Although Parent Governors have children at school, they are required to have a keen interest in the wellbeing and equal opportunity for all children in the school.

The constitution of the Governing Board at Long Buckby Infant School includes four Parent Governors, five Co-opted Governors (who are also selected for their skills to secure proficiency in safeguarding & child protection, finance and education), a Local Authority governor, a staff governor and the Headteacher. This makes up twelve people.

If you are interested in the position, please collect a form from the school office, fill it in and submit it to the office no later than **Monday 20<sup>th</sup> November**. We currently have 1 governor vacancy. If more nominations are received than vacancies, then this will go to election. Some of the information you provide on your form will be sent out to parents to help them decide who to vote for.

If an election is necessary we will send out ballot papers with the names of the candidates and their details by **Thursday 23<sup>rd</sup> November**. We send the ballot forms home with the children so please watch out for the letter! Each parent will have one vote per vacancy regardless of the number of children you have in the school. The ballot is secret; you can send or post the ballot papers back in a sealed envelope, or drop it into the ballot box outside the school office. All the votes must be in by, **Thursday 30<sup>th</sup> November**. These will then be counted by Mrs Dugdale and an impartial member of the community.

**Please contact the school office for further information you may require to put your name forward.**

With thanks,



Cei Davies Linn  
Chair of Governors  
On behalf of the Governing Board

