



Cheddington Combined School School Governor Recruitment Parent Elections

www.cheddingtonschool.org



Cheddington Combined School: **Governor Elections**

Welcome

We are pleased to offer all parents and carers the opportunity to join the Board of Governors and make a big difference to your child's school. No formal qualifications are required; you just need common sense, time, enthusiasm and a commitment to working as part of a team to make a difference for all the children at our school. Research shows that being a school governor can provide an opportunity to develop a wide range of personal skills.

All governors have the same responsibilities, although there are a number of ways that they are appointed. Some are co-opted by the board to ensure that all of the skills that are needed to govern the school are present, others are nominated, either by right of their role or by the Local Education Authority. Finally some governors are elected by the parents of the school, and this is what we are looking for at present. The person we are looking for will be a representative parent (not a parent representative) and will bring to our discussions a typical parent's view point.

What do Governors Do?

Governors support the school by providing strategic guidance to the staff team, setting the school's direction and ensuring the school complies with statutory guidelines. We do not determine operational decisions so please do not stand thinking that you will be able to change specific things, there are other ways to effect such changes. However if you want to see the school flourish and provide excellent education for the children of Cheddington, Slapton and surrounding areas this is the role for you.

Governor meetings are usually for 1½ to 2 hours in the evening, and there are approximately 3 meetings per term. In addition we usually visit the school once per term. So as a rough guide, we would expect the role to require between 6 and 8 hours per month. Some months it's less, some months it's more but as a guide we hope that is helpful. The term of office is 4 years, following which you can stand again if you wish.

Who can be a Governor?

To be eligible for election, you will need to have a child at the school (at the time of the election) and be nominated and seconded in writing by other parents. Your child can be in any year, and should your child move into year 7 during your 4 year term of office that is fine and does not affect your position.

Governors occasionally undertake regulated activity and so to ensure the safeguarding of the children, governors are appointed following a satisfactory DBS check. Do discuss with us any concerns this may cause as in most cases we can reassure you at the start of the process. We also offer training for governors, including an induction to your role and the opportunity to undertake relevant courses throughout your time as a governor. All training is provided free of charge to governors.

We are keen to recruit parents and guardians coming from 'all walks of life' and representing all groups in our School community. You can find out more about the role by collecting a leaflet from the office; by contacting the Head Teacher; or by contacting the Chair of Governors, Dr Simon Aulton, by contacting the School Office on 01296 668324 or by email office@cheddington.bucks.sch.uk.

What's in it for me?

Research shows that being a school governor can provide an opportunity to develop a wide range of personal skills. The role allows you to share your knowledge and experiences with the school to drive continual improvement for your child(ren) and the children in the school.

You will have the opportunity to enhance your skills with formal training as well as gain the satisfaction of making a difference in the community. We believe that Cheddington Combined School has some amazing people. Ordinary people who together make extraordinary things happen. Helping the staff and schools leaders deliver fantastic education takes support and guidance from an inspiring governing board. We need your support in finding the right person to inspire, motivate and encourage others. If you know anyone who may be interested or if you are interested in the roles yourself, please contact us at office@cheddington.bucks.sch.uk. We would appreciate your responses by 25th January 2019.

How do I nominate?

Have a look through the role descriptions on the next few pages. If you think you would fit the role, please let us know by submitting the form on the final page of this booklet. The more information you can give the better so that we can identify the best of the best for these new roles. If you wish to nominate someone else, please talk to the person you are nominating first to ensure that they would be willing to stand. We will speak to everyone nominated if they are short-listed to explain the role and the election process.

Applications must be in writing and must be accompanied by the signatures of a person who is willing to nominate you and another who is willing to second that nomination.

Please send us your nominations as soon as possible. Although the closing date is 25th January, we will try and speak to people before then to help them decide whether to stand.

Finally think widely, we are not looking for a particular type of person, just a typical parent, no previous experience is needed to govern the school, just the will to make a difference and the ability to work with the team.

These roles are also flexible and would suit someone who is available during the week for evening meetings.

Thank you for your time we really do look forward to receiving your nominations

What happens next?

Once nominations close, if there are two or more people wishing to stand for election the governors will arrange an election by postal ballot. Each parent or guardian of the children in the school has the right to vote and will be able to submit their vote to the school office. The person with the most votes will be elected.

Should there only be one nomination, the Governing Board reserves the right to appoint that person without election.

Should there be no nominations after the third call, the Governing Board reserves the right to co-opt a parent into the role for the same 4 year term.

Thank you for considering this role, we look forward to your nominations.

Role Description: School Governor

To contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school by:

- ensuring clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent

Chair: Dr Simon Aulton

Vice Chair: Mr Martyn Dolbear
Mrs Jo Henderson-Tchenhoff

Clerk: Mrs Mel Mitchell

Activities: As part of the governing board team, a governor is expected to:

1. Contribute to the strategic discussions at governing board meetings which determine:
 - the vision and ethos of the school
 - clear and ambitious strategic priorities and targets for the school
 - that all children, including those with special educational needs, have access to a broad and balanced curriculum
 - the school's budget, including the expenditure of the pupil premium allocation
 - the school's staffing structure and key staffing policies
 - the principles to be used by school leaders to set other school policies
2. Hold executive leaders to account by monitoring the school's performance; this includes
 - agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
 - considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
 - asking challenging questions of school leaders
 - ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
 - ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
 - acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority
 - listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers
3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.

4. When required, serve on panels of governors to:
 - appoint the head teacher and other senior leaders
 - appraise the head teacher
 - set the head teacher's pay and agree the pay recommendations for other staff
 - hear the second stage of staff grievances and disciplinary matters
 - hear appeals about pupil exclusions

The role of a governor is largely a thinking and questioning role, not a doing role.

A governor does NOT:

1. write school policies
2. undertake audits of any sort – whether financial or health & safety - even if the governor has the relevant professional experience
3. spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school
4. fundraise – this is the role of the PTA – the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks
5. undertake classroom observations to make judgements on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
6. do the job of the school staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board need to consider and rectify this.

As you become more experienced as a governor, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (e.g. as a chair of a committee). This role description does not cover the additional roles taken on by the chair, vice-chair and chairs of committees.

In order to perform this role well, a governor is expected to:

- get to know the school, including visiting the school occasionally during school hours and in agreement with the head teacher, and gaining a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting
- act in the best interests of all the pupils of the school
- behave in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence

Expenses: Governors may receive out of pocket expenses incurred as a result of fulfilling their role as governor. Payments can cover incidental expenses, such as travel and childcare, but not loss of earnings

Cheddington Combined School—Governor Nomination Form

Name of Nominee	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Telephone Number	<input type="text"/>
Child(ren) in Year(s)	<input type="text"/>

Why would you like to stand for election? 500 Words Max NB: this text will be used during the election to introduce you to the parents.	<input type="text"/>
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Nominated by	<input type="text"/>
Child(ren) in Year(s)	<input type="text"/>
Signature	<input type="text"/>
Seconded By	<input type="text"/>
Child(ren) in Year(s)	<input type="text"/>
Signature	<input type="text"/>

Declaration: I wish to enter the election to become a governor at Cheddington School. I understand that my details will be shared with the parents in the school. Only those details in white boxes will be shared.

Signature

Date