

27th February 2023

Dear Parents

ELECTION OF PARENT GOVERNOR

We are writing to inform you of one vacancy for the role of Parent Governor on our Governing Body. Business and financial experience are skills that would be beneficial to the Governing Body, as the role will support our Resources & Finance Committee.

Parents or anyone who has parental responsibility for a registered pupil at the time of the election are entitled to apply (Please see Appendix A for the Definition of a Parent). You can nominate someone for election and can vote in the election. Please find attached a factsheet about becoming a Parent Governor - Appendix B for the Governor Role Descriptor.

The Role of the Governing Body

The school's Governing Body is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The Governing Body is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The Role of a Parent Governor

As a Parent Governor, you'll work with the Governing Body to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the Governing Body is connected with, and is aware of the views of, parents and the local community.

To be a Parent Governor you should have:

- A strong commitment to the role and to improving outcomes for children.
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills.
- A skillset to ensure the governing board delivers effective governance.

Expectations of Governors

All Governors receive training to help them carry out their role. Luton Borough Council runs special induction courses for new Governors. We expect all our Governors to attend this training. In addition, we expect Governors to have:

- A keen and active interest in education and school improvement.
- A commitment to invest the time required to prepare for and attend all meetings, and follow up actions.
- A willingness to undertake the necessary training and to keep up to date.
- An ability to work as part of a team.
- Excellent communication skills, tact and diplomacy.

How to Apply

If you're interested in applying for the role, please complete the candidate form attached to the letter and email it to Mrs Michelle Francis-Joseph, Governance Professional at clerk@bramingham.net or alternatively, post it to Mrs Michelle Francis-Joseph, Governance Professional, Bramingham Primary School, Freeman Avenue, Luton, LU3 4BL. Completed candidate forms are to be received by the Governance Professional by noon on **Tuesday 7th March 2023**

If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you would like to know a little more about becoming a Parent Governor, please get in touch with Mrs Robinson, Chair of Governing Body at brobinson@bramingham.net

Please think about taking on the role, or suggesting someone who will do it well. We need committed Parent Governors to make the Governing Body as effective as it can be.

Yours sincerely

Barbara Robinson

Mrs B. Robinson
Chair of Governors

CANDIDATE FORM

Election for a Parent Governor for Bramingham Primary School.

Candidate Name:	
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Candidate Address:	
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Child(ren) in Year Group(s)	
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Candidate Statement

Please write a few words about yourself and why you would like to be a Parent Governor. The maximum you can write is 75/100 words. Please include:

- The skills and experience you will bring to the Governing Body.
- Your commitment to undertaking training to acquire or develop the skills needed to be an effective Governor
- If applicable, details of your contribution to the work of a Governing Board during your previous term of office at this school or another school.
- How you plan to contribute to the future work of the Governing Body.

The deadline for the Governance Clerk to receive your statement is mid-day on **Tuesday 7th March 2023.**

If you submit more than 100 words (insert maximum word count here) we will cut your statement off at the 100th word.

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I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority.
- Paid to work in the school for more 500 hours in any consecutive 12-month period.

Full Name: (Print): _____ Signed: _____ Date: _____

APPENDIX A

QUALIFICATIONS AND DISQUALIFICATIONS

Governors and Associate Members Regulation 17, Schedule 4 of The School Governance (Constitution) (England) Regulations 2012 covers the qualifications and disqualifications of Governors for Maintained Schools.

A Governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school.

A Governor must not also be a Clerk to the Governing Body at which they are a Governor.

A person cannot hold more than one Governor post at the same school at the same time.

A person is disqualified from being a Parent Governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve-month period (at the time of election or appointment).

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the Governing Body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the Governing Body. This does not apply to the Principal or to Foundation Governors appointed by virtue of their office.

A person is disqualified from holding or continuing to hold office as a Governor of a school if, in summary, that person:

- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions 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;
- Is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; 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).
- Has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.

APPENDIX B

GOVERNOR ROLE DESCRIPTOR

Governors work together to carry out their core functions:

1. Ensuring there is clarity of vision, ethos and strategic direction.
2. Holding the Principal and senior leaders to account for the educational performance of the organisation and its pupils and the performance management of staff.
3. Overseeing the financial performance of the organisation and making sure its money is well spent.
4. Ensuring the voices of stakeholders are heard.

Governors must also ensure that the Governing Body complies with all legal and statutory requirements. Governors should seek the advice of the Clerk to the Governing Body and other professional advice as appropriate.

Governing body strategic responsibilities

The Governing body works closely with Principal and senior leaders. The Principal is responsible for day to day management whereas the role of the Governing Body is strategic. As such, Governors are responsible for:

- Determining the mission, values and long-term ambitious vision for the school.
- Deciding the principles that guide school policies and approving key policies.
- Working with senior leaders to develop a strategy for achieving the vision.
- Ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate.
- Ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life.
- Setting the school's budget and ensuring it is managed effectively together with premises and other resources.
- Agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy.
- Ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective.

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- Measuring the school's impact and progress towards its strategic objectives.
- Ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies.
- Evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance.
- Asking challenging questions of school leaders in order to hold them to account.
- Holding the Principal to account for standards, financial probity and compliance with agreed policies.
- Visiting the school to monitor implementation of the strategy and reporting back to the Governing Body (this could be in a Link Governor capacity).
- Ensuring that there are policies and procedures in place to deal with complaints effectively.

Panels and committees

When required, Governors are expected to serve on panels or committees in order to:

- Appoint the Principal and other senior leaders.
- Appraise the Principal and make pay recommendations.
- Hear staff grievances and disciplinary matters.
- Review decisions to exclude pupils.
- Deal with formal complaints.

Contribution to the Governing Body

Governors should ensure that they are making a positive and meaningful contribution to the Governing Body by:

- Attending meetings (a minimum of 3 Full Governing Body meetings and a number of committee meetings each year – see meeting schedule on the school website), reading papers and preparing questions for senior leaders in advance.
- Establishing and maintaining professional relationships with senior leaders and colleagues on the Governing Body.
- Getting to know the school, including visiting the school occasionally during school hours.
- Undertaking induction training and developing knowledge and skills on an ongoing basis.

Expenses

Governors should receive out of pocket expenses incurred as a result of fulfilling their role as Governor. Please refer to the Governor Allowance Policy.