



## Parent governor vacancies

**September 2018**

We have two vacancies for a parent governor to join the governing board to support the strategic direction of the school. This is an important and exciting opportunity for someone who can contribute fresh and stimulating ideas. You could gain valuable experience that will have an impact on your personal and professional life whilst meeting new people, developing teamwork skills and learning more about how the school works. Above all, you will make a real difference to the development of the children in the school.

We welcome applications from all parents/carers who have a child registered at the school. We are keen to encourage those from under-represented groups, such as black and minority ethnic backgrounds, to apply in order to reflect the diversity of the pupils in our school. You do not need to have experience of working in education as training is provided. A willingness to learn is essential as is having the time to commit to supporting the school.

If you are interested, please complete the application form attached. We have included information about being a governor, which you should consider carefully to ensure you can commit to the role.

If we receive more than one application, we will run an election. This is why we ask all applicants to complete a statement of between 150 and 200 words to support their nomination, so that parents can make an informed decision when casting their votes. You should outline why you wish to be a parent governor and what you feel you can offer the governing board. You may include any information you consider relevant – whether that be your work and life experiences or your experience as a parent.

The closing date for the return of completed applications is Thursday October 4<sup>th</sup> at noon. If we receive more than two applications, i.e. more than one for each vacancy, the information on each nominee will be sent home on Monday October 8<sup>th</sup> and parents will be invited to vote for their preferred candidate. Parents will be notified of the date and time on which the voting slips will be opened and counted, and are welcome to attend the count.

Please follow the link on the nomination form attached to see the grounds for disqualification from governorship.

If you have any questions about the role, please contact our Clerk to Governors:  
rachelwright@brunswick.brighton-hove.sch.uk

Yours sincerely

Brunswick Primary School Governors

## Being a school governor

**Time commitment:** The term for an elected parent governor is four years. There are five full governing board meetings per year, which all governors are expected to attend. These are currently on a Wednesday (5-7pm) on dates that suit the current membership; the dates are set a year in advance. There are also termly committee meetings and we ask all governors to be a member of at least one committee. Governors also spend time reading papers and preparing questions for meetings, carrying out school visits, attending training, and being members of working groups or panels as required. You should expect to spend around ten days a year on duties (equating to half a day per fortnight in term time) and up to 20 days a year if you take on chairing responsibilities.

**Training:** You would be expected to complete the Governor Induction Programme provided by the local authority, which comprises five hours (in two short sessions or one long session) with a choice of daytime and evening sessions. There are other training courses you can attend as required, and online learning modules you can undertake in your own time. The local authority also provides advice and guidance by phone and email.

**The governing board:** Our board is made up of three parent governors, one staff governor, the headteacher, one local authority governor and six co-opted governors. Governors contribute to the work of the governing board in raising standards of achievement for all pupils. This involves providing a strategic view for the school, acting as a critical friend and ensuring accountability.

**Parent governors:** Parent governors are not elected to represent all the parents, but to bring the voice of a parent to the governing board. Although parent governors may be regarded as the official channel for parents' views, there are usually other methods for parents to make their views known. In governing board meetings, parent governors vote after hearing the views of all governors so they can make an informed decision.

### Governor responsibilities

- Developing the strategic plan for the school, determining aims, policies and priorities
- Setting statutory and non-statutory targets
- Monitoring and evaluating the work of the school
- Appointing staff and ensuring the implementation of personnel procedures
- Managing the school budget
- Securing high levels of attendance and good standards of pupil behaviour
- Ensuring that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability, preparing them for adult life
- Ensuring the health and safety of pupils

### Tasks include:

- Getting to know the school: its needs, strengths and areas for development
- Attending governing board meetings (including working groups and panels)
- Working as a member of a team
- Speaking, acting and voting in the best interests of the school
- Respecting all governing board decisions and supporting them in public
- Acting within the framework of the policies and legal requirements
- Attending training and developing opportunities appropriate to role

