

Wednesday 18th September 2024

Dear Families,

There is a vacancy for a parent governor to serve on our governing body. We are very keen to encourage parents to be a part of our governing body, we are therefore writing to invite parents and carers of registered pupils to consider standing for the role.

Parent governors are elected by parents and are vital to our governing body. No special qualifications are required but to be successful in the role, you will be committed to the success of the school and willing to play an active role in the work of our governing body contributing with integrity, honesty and objectivity. If you join our governing body, you will serve for a four year term though governors are free to resign at any time.

The school has high expectations of the time and commitment required from its governors in order to effectively fulfil their role so before nominating yourself please consider you have the time and flexibility to commit to the role as parent governor. You will be expected to:

- Attend six LGB meetings each academic year. Meetings last around two hours and are usually held in one of the hub schools.
- Commit to visiting the school for half a day once a term as part of your duties in order to monitor and evaluate the school
- Commit to our training programme to assist in your role. Complete statutory safeguarding training when you start and new governor training when available. Training will be in the evening and as a new governor there will be about 12 hour training spread over the first year reducing to about six hours the following years.
- Undergo an enhanced DBS check to confirm your suitability to work with children
- Declare any business or pecuniary interests and accept that these interests together with your name, term of office as a governor, and attendance will be published on the school website.

In return, you can look forward to: being part of a team, working collectively to ensure all children at the Greenwich Hub receive the best quality of education and personal development we can give them; use and enhance existing skills and develop new one; and gain personal satisfaction from knowing you are making a difference for the community.

If you are interested in this role then please complete the nomination form below. Nominations should be submitted by **Monday 30th September 2024**. Please submit the application by emailing admin@inspirefoxfield.co.uk or hand your application into the office. If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, the ballot and voting process will be communicated to parents. If you have any questions about this role please contact Ed Britton, our Chair of Governors, at ebritton@inspirepartnership.co.uk.

With very best wishes,

M. Minnett *T. Sharp*

Megan Minnett
Co-Headteacher

Tatum Sharp
Co-Headteacher

NOMINATION FORM

Nominees full name:
Email address:
Preferred phone number:
<p>PERSONAL STATEMENT <i>This statement should outline in no more than 250 words (any extra words will not be included) why you would like to become a parent governor at Foxfield Primary School and what you would bring to the role. In the event a ballot is required, your statement will be shared with parents and carers eligible to vote.</i></p>

I confirm that I am 18 years of age or over and have a child at Foxfield Primary School. I read the Governor Expectations and understand the requirements of being a local governor at the school and am willing to serve if elected. I am willing to submit to a DBS check to confirm my suitability to work with children and also confirm that I am not disqualified from appointment for any of the reasons detailed below:

Signed Dated.....

A person shall not serve as a local governor if s/he:

- Has been declared bankrupt and/or their estate has been seized from their possession for the benefit of creditors and the declaration or seizure has not been discharged, annulled or reduced; or is the subject of a bankruptcy restrictions order or an interim order.
- Is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- Ceased to be a Trustee by virtue of any provision in the Companies Act 2006, is disqualified from acting as a Trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

- Has been removed from the office of charity Trustee or Trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which s/he was responsible or to which s/he was privy, or which s/he by his/her conduct contributed to or facilitated.
- Has at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.

All our governors need to agree to our governor expectations below

Purpose

- This document aims to provide clarity on the expectations of the role of a governor to fulfil their duties to the schools they oversee.

Governing body make up and link governors:

- Community governors; parent governors; staff governors and headteachers
- Link roles: Safeguarding; SEND and pupil premium

Parent governor

- A parent governor is a representative parent rather than representative of parents.
- A parent governor should use their perspective to help the board understand a parent's viewpoint.
- A parent governor is privy to sensitive information discussed during governing body meetings; they must handle confidential information responsibly, respecting the privacy of individuals and the confidentiality of discussions.
- A parent governor should deal with personal issues in the same way as any other parent and not through their role as governor.

Staff governor

- A staff governor is a representative staff member rather than representative of staff.
- A staff governor has an important role in ensuring that the interests and perspectives of the staff are considered.
- A staff governor is privy to sensitive information discussed during governing body meetings; they must handle confidential information responsibly, respecting the privacy of individuals and the confidentiality of discussions.
- A staff governor should not participate in discussions where they have a personal interest in the outcome.
- Link governor
- Governors holding "link" roles are expected to conduct link governor monitoring visits at least once per term.

- Linked governors are expected to provide a written summary of their findings and provide an update to the governors at the next meeting.

Governor commitment

- Governors are expected to attend 100% of the six governing body meetings per school year; however it is realised that unforeseen circumstances may interfere with governors attendance and therefore, in those circumstances, apologies should be sent in advance.
- Apologies should be provided to the chair or clerk with the reason for non attendance. At the meeting the governing body will decide whether or not to accept the apologies. The decision will be included in the minutes. Attendance will be monitored and repeated non attendance will result in removal from the governing body.
- In certain circumstances where a governor cannot attend they can discuss with the chair the possibility of virtual attendance. This should only be used in exceptional cases and requests will be monitored.
- All paperwork should be read in advance of the meeting and all governors are expected to contribute positively during each meeting.
- Governors should be involved actively in the work of the board and accept their fair share of responsibilities, serving on committees or working groups where required.

Respect confidentiality

- Governors will observe confidentiality when discussing governance matters, and will not publicly disclose: information about sensitive matters; information about named individuals (such as staff, pupils and their parents/carers) or reveal the details of any governing board vote.
- Governors will not give details of individual governor's contributions in meetings or how they may have voted.
- Governors will ensure all confidential papers are held and disposed of appropriately.
- Remember, a governor can be suspended for serious breaches of confidentiality.
- Governors will maintain confidentiality even after they have left office.

Attestation

- Governors must complete a yearly attestation, confirming no changes to conflicts of interest etc.
- Governors should complete a yearly skills audit.

Governing body meetings and monitoring visits

- The governing body will meet once every half term to hold a formal meeting. The dates and times are agreed at the summer term meeting prior to the next academic year.
- Prior to each meeting, the schools will send the relevant documents for governors to review. This should be sent one week before the scheduled meeting.
- Prior to the meeting, the chair may wish to set up a pre meeting for governors to meet and share thoughts on areas for discussion. This provides good support for all governors and helps to keep the actual meetings on track, focussed on the key priorities and on time.
- Governors are expected to arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution.
- Governor monitoring sessions will take place once every term in each school. The topic will normally be linked to the school development plan. Governors are expected to attend.
- Governors are expected to complete a monitoring visit form after the visit and submit it to the head teacher, chair and governance administrator to enable any agreed actions to be taken forward.

Relationships

- Governors should develop effective working relationships with leaders, staff, parents and other relevant stakeholders from their local communities.
- Governors will champion the voices of their school community and stakeholders.
- Governors will establish effective working relationships with trustees.

Governors skills

- New governors must complete the governors induction training.
- Governors should attend mandatory safeguarding training and commit to developing their individual and collective skills and knowledge on an ongoing basis.
- Governors should give advance notice of whether they can or cannot attend the training sessions as outlined in the Trust's annual training programme.

School events

- Schools hold various events throughout the school year. These events are not mandatory for governors however governors should consider how they are collectively visible in the communities they serve.