

Information for Prospective School Governors



Becoming a School Governor

Each school has a governing body which comprises members of the local community, parents, teachers, staff and representatives of the Local Authority (LA). Additional stakeholders may also be represented for some categories of school, eg, the governing bodies of schools with a religious character also include governors appointed by the diocese.

The governing body works with the Headteacher, school staff, LA, EAS, parents and, where appropriate, the diocese. It is a corporate body and no individual governor has power to act alone (except the chairman in an emergency). However, all governors have the opportunity to use or develop their skills in finance, personnel, committee work and communication.

How do Governing Bodies work?

A governing body

- works with the Headteacher to set the strategic direction of the school
- is responsible for monitoring and evaluating the school's performance against set targets
- makes decisions collectively as a team
- is legally required to meet at least once a term - many will meet twice
- will have a committee structure enabling issues to be discussed in detail before recommendations are put to the full governing body, some matters will also be delegated to a committee

A vital part of the role of school governors is providing effective support and challenge for Headteachers and senior leaders. An effective governing body is vital to ensure schools continue to serve pupils well with the aim of raising standards. To support new governors in carrying out this role, mandatory training was introduced under the **Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013**. EAS Governor Support provides the following mandatory training at no cost to the individual:

- **Induction training for governors**
The induction training for newly appointed or elected governors focuses on their role and responsibilities and will give new governors the encouragement and confidence to be able to take a full and active part in governing body decision making.
- **Understanding school performance data**
The training on school performance data will help governors understand what the school data means for their school, how their school compares with others and identify the action that needs to be taken to improve performance. An understanding of school data gives governors confidence to take part in governing body discussions on school performance and to ask appropriate and searching questions.

Governor Responsibilities

Although Headteachers are responsible for the day to day management of the school, they will be implementing policies set by the governing body. The responsibilities include:

- Agreeing the aims and values of the school
- Drawing up and reviewing the School Development Plan
- Adopting and reviewing school policies
- Appointing staff
- Ensuring the National Curriculum is taught
- Ensuring needs of individual pupils are met, including special needs
- Ensuring pupil Wellbeing and Safeguarding
- Preparing and circulating the Annual Report to Parents
- Agreeing and monitoring the school budget.

What qualities do you need to be a School Governor?

- A desire to improve children's educational attainment
- Time to spare to prepare for and attend meetings
- A willingness to learn and ask questions
- A commitment to attend training
- The capacity to work as part of a team and appreciate the views and contribution of others
- The ability to respect confidentiality

Most governing bodies have a schedule of meetings for the year including meetings of sub-committees. You may be asked to attend unscheduled meetings at short notice if a decision is urgently required, but you will always be provided with notice of all meetings.

You are entitled to reasonable unpaid time off work for your duties as a school governor. Some employers allow paid leave which you should confirm prior to nomination and appointment.

In order to fulfill your role as a governor you need to learn about your school. This can be done in a number of ways:

- Familiarising yourself with school performance data
- Visiting school, by prior arrangement, during session time
- Attending events such as assemblies, sports day, fetes, etc. These can be an ideal opportunity to meet staff and see the school working in a less formal way
- Getting to know what issues are currently affecting the school by talking to other governors

Being a governor does not just mean attending a business meeting now and again in a deserted school! Having said that, business meetings are, of course, an essential part of school governance. You will discuss budgets, staffing matters, school policies, provision of services, health and safety, etc. You will also receive reports for consultation from the LA and EAS. Usually you will receive documentation in advance to give you time to prepare any questions you may have and contribute to discussion.

The idea of making important decisions need not be daunting. Professional advice is always available from the Headteacher and, if appropriate, officers of the LA and EAS will also attend meetings to discuss specific issues. The majority of school governing body meetings are clerked by the EAS.

If you think you have something to offer your local school – either professional expertise or an interest in education - you may wish to become one of the following categories of School Governor:

Parents/Teachers/Support Staff

The Headteacher will inform all parents and staff when relevant vacancies arise. Nominations will be sought and, if necessary, an election held.

Community

You should contact the Headteacher or to the EAS Governor Support Service to express an interest.

LA/Community Council/Foundation

These appointments will be made by the relevant council or church body.

The role of the school governor is demanding but very rewarding and is a good way to give back to your local community.

Date/Dyddiad: 3rd October 2023

To parents of pupils registered at Nant-y-Parc Primary School

Dear Parents,

SCHOOL GOVERNING BODIES - ELECTION OF PARENT GOVERNORS

The Headteacher of your Child's School has been asked to arrange an election for a Parent Governor.

The Role of Governors has become increasingly important. They must ensure that the requirements of the national curriculum are met, establish standards of behaviour, select staff, deal with budget matters and prepare and present the Annual Report to Parents. Governing Bodies are required to meet at least once a term and most meet during the afternoon or in the evening. The frequency and time of meetings is decided by the Governing Body.

Governors are elected for a four-year term of office, but Parents may continue to serve even if their child leaves the school during that time. Training is continually available for all Governors, at no cost to the individual. All Governors, new and experienced, are expected to take advantage of any courses arranged as it is vital to keep up to date with new ideas and legislation.

A nomination form is enclosed to enable you to put your name forward for election.

Each nominee is invited to make a brief statement in support of their nomination which will be circulated to Parents in the event of an election. Please ensure any statement is clearly written to avoid problems when being reproduced.

All nominees **must be** a Parent, or Legal Guardian, of a Pupil registered at the School. Grandparents of Pupils are not allowed to take part in the election unless they are the Legal Guardians of the Child. No person may serve on more than two Governing Bodies in any category.

A person is not permitted to stand as Parent Governor if the following apply:

- (a) an elected member of the local education authority;
- (b) employed by the local education authority in connection with its functions as a local education authority; or
- (c) paid to work at the school for more than 500 hours in any twelve-month period commencing on 1 August and finishing on 31 July.

The nomination form should be returned to your child's school by the date given by the Headteacher. If nominations exceed the number of vacancies a secret ballot will be held. Details of the election will be sent to you if appropriate.

The name of the elected governor(s) will be displayed at the school.

Yours sincerely,

Camilla James
Chair of Governors

ELECTION OF PARENT GOVERNOR
NANT-Y-PARC PRIMARY SCHOOL

NOMINATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name _____

Address _____

Post Code _____

Telephone _____

Email _____

Signed _____ Date _____

This form should be returned to the Headteacher by 20th October 2023

Your personal details will not be shared these are for school administrative purposes only

Personal statement (to be used for election purposes only – this will be inserted into a ballot paper together with your name if a ballot is required) no more than 50 words.

The personal data above will be securely held by the EAS and will not be shared. If not successful in securing a governor position within two years, this information will be destroyed in accordance with GDPR.