



# ALSOP HIGH SCHOOL



Dear Parents and Carers,

## Re: Parent Governor Vacancy

We currently have a vacancy for two parent governors and are seeking nominations from an enthusiastic and committed parent(s) or carer(s) to join our governing board.

At Alsop High School we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing board's main tasks are to support the school, ensure that all pupils receive a high quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

The core functions of the governing board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Governors currently meet as a board six times a year and meetings usually start at 5.00pm and are finished around 7.00pm. All meetings are held at the school. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given. We will also be setting up a finance and resources committee and teaching and outcomes committee. All governors will be invited to join the committee that their skills and experience match with, or they have a particular interest in. Committee meetings are held at the same time as our full governing board meetings.

Governors are occasionally invited to visit the school during the day for monitoring visits and are encouraged to support school events, where possible. The term of office for all governors is four years.

We offer new governors a comprehensive and supportive induction, and each new governor is assigned a mentor. Full training for the role is also available.

If you are interested in becoming a governor, self-nomination is acceptable – please see attached form, which will need to be submitted to the school office by **12.00 noon on Wednesday 11<sup>th</sup> October 2022.**

When nominating yourself or someone else for the role of parent governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when working with other governors and the headteacher, to promote high standards and strategically develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

It is important that appropriate checks are made on anybody who will be working in a school to prevent unsuitable people from gaining access to children. Accordingly, new governors must agree to provide proof of identity and undergo a check in line with current advice issued by the Department for Education.

If there are more nominations than vacancies, an election will be held on the afternoon of Thursday 13<sup>th</sup> October 2022 and all parents will be sent a voting paper.

Thank you for your continued support as we uphold our vision of ***Achieving Excellence Together***. Should you have any questions about the role please do not hesitate to contact Mr B Conboy, Omega Governor Support, via; [b.conboy@alsophigh.org.uk](mailto:b.conboy@alsophigh.org.uk)

Yours sincerely,



Mr Paul Masher  
Headteacher



# ALSOP HIGH SCHOOL



## ALSOP HIGH SCHOOL Election of Parent Governor(s)

### NOMINATION FORM

Name -

Name to be entered  
on ballot paper (if  
different from above) –

Address -

Name(s) of child/  
children attending  
the school -

First Name(s)	Surname
Name	School Year

**Statement** in respect of your application for election as Parent Governor  
(not to exceed 150 words)

## Parent governor role

A parent governor is a volunteer, usually a parent of a child who is currently attending the school, who has the relevant skills, commitment and enthusiasm to contribute towards the effective governance and overall success of the school.

Parent governors are in the best position to understand the views of parents, making them a valuable asset to any governing board as they can facilitate effective communication with the parent community and help the board understand how certain issues can impact parents and their children.

Although an integral component of the role is informing the board about parent-focussed issues, parent governors are not there to represent the views of other parents in the community. Parent governors are an independent governor, who should act as a part of the board, working towards the board's objectives, and voting and contributing as an individual and not a delegate for parents.

All governors share equal responsibility for the execution of the functions of the board, and the unique position of parent governors to relate to parents should not result in unfair expectations or an unfair distribution of workload or responsibilities.

<b>Main responsibilities</b>
<b>General</b>
Attend all full local governing body meetings and relevant committee meetings promptly, regularly and for the full duration.
Prepare for meetings by reading all relevant paperwork and considering queries, feedback and potential issues to raise during the meeting.
Read relevant briefings and newsletters.
Support and stand by the decisions made by the local governing body.
Respect and adhere to the confidentiality of local governing body affairs.
Develop an in-depth understanding of effective governance as well as school policies and procedures.
Comply with all of the school's and local governing body policies and procedures, and promote compliance with these to the wider school community.
Represent the school in a positive and approachable manner.
<b>Contributing to effective governance</b>
Have a strong commitment to the school and its pupils, working in a way that reflects the vision and ethos of the school.
Establish and maintain good working relationships with other governors and work effectively as part of a governance team.
Prioritise the effective operation of the local governing body and the interests of the school over personal interests and the interests of other parents.
Play a role in the board's overarching responsibility to set aims and objectives for the school, set policies and targets for achieving these aims and objectives, and monitor and evaluate the school's progress.
Support and defend board decisions, regardless of individual voting preferences, after the full local governing body has approved a decision.
Remain objective and impartial towards school issues, and where being a parent and a governor leads to a conflict of interest for certain issues, report this to the chair of local
Act within the framework of the board's code of conduct, policies and requirements.
<b>Representing parents</b>
Be clear with other parents about the nature of the role, observing confidentiality and maintaining loyalty to, and cohesion with, the board at all times.

Facilitate and support effective communication between the local governing body and the parent body.
Listen to and understand parents' concerns impartially to gain a wider conception of the issues parents in the school community are facing.
Guide parents to the appropriate channels and procedures, e.g. for processing complaints.
Establish productive links with parent associations, where applicable.
Ensure that the board maintains effective and appropriate accountability to parents.
Contribute to local governing body meetings in a way that effectively represents personal views, the interests of parents, and the interests of the wider community.
<b>School improvement</b>
Develop an understanding of how the school works, its strengths, and areas for its improvement.
Contribute to strategic discussions and the setting of clear and ambitious targets for school improvement.
Contribute to the development and implementation of the governor monitoring plan, and carry out any monitoring activities assigned.
Attend school events and functions where appropriate.
Ensure school improvement and achieving the best possible outcomes for all pupils is the focus of all policy and strategic decision-making.
Contribute to the board's oversight of the financial performance of the school and ensure money is well spent.
Work in partnership with the headteacher, SLT and other governors to improve educational outcomes for pupils.
Apply personal and professional knowledge and skills to the objective of raising school standards.
<b>Accountability</b>
Understand the broader responsibilities of a governor and promote accountability for the actions of the board.
With the board as a whole, hold the headteacher and SLT to account for the educational performance of the school and its pupils, and for the performance management of staff.
Provide accurate and considered feedback to the board, headteacher and SLT as required, based on knowledge and experience.
Ensure familiarity with, and understanding of, the headteacher's role and responsibilities with regards to the day-to-day leadership and management of the school.
Ensure familiarity with the national standards for headteachers to appreciate the challenges and expectations associated with the role.
Act as a 'critical friend' to the headteacher, offering challenge, support, advice and encouragement, as required, whilst maintaining a professional relationship.
<b>Communication and confidentiality</b>
Contribute towards a culture of open and honest dialogue, ensuring that this is welcomed by all.
Ensure that effective communication is maintained with other members of the board.
Ensure that parents are kept up-to-date with matters that affect them without breaching confidentiality.
Maintain discretion regarding local governing body affairs and do not discuss governance matters with anyone who is not a governor.
<b>Professional development and self-evaluation</b>
Invest time in personal and professional development, including by attending relevant governance training.
Attend CPD events, briefings or conferences with the headteacher and senior leaders, where possible, demonstrating collaborative commitment and leadership.
Contribute towards a positive culture and effective processes in relation to self-evaluation.

Identify any gaps in knowledge, skills and experience and take responsibility for personal learning and development, including by attending school-organised training.

Contribute towards periodic reviews of the board's effectiveness, measured against the Ofsted criteria for effective governance and the DfE's competency framework for governance.

Actively invite feedback on your performance, making necessary adjustments to benefit the school.

## **Disqualification from holding or continuing to hold office as a governor of a school**

[The School Governance \(Constitution\) \(England\) Regulations 2012 Schedule 4](#)

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

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief order; an interim debt relief order; or their estate has been sequestered 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.
- Has been removed from office as an elected governor within the last five years.
- Is included in the list of people considered by the Secretary of State to be unsuitable to work with children or young people.
- Is barred from any regulated activity relating to children.
- Is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- Is disqualified from working with children or from registering for child-minding or providing day care.
- Is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor.
- Refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.