



WANTED...NEW PARENT GOVERNOR!

We currently have a vacancy for a parent governor on the Governing Body, which is open to all parents of children at Lewknor Church of England Primary School. Being a governor will afford you the opportunity to help shape and guide the ethos and development of Lewknor Primary.

For the last seven years, Oxfordshire County Council has said we are an outstanding school. The Oxford Diocesan Board for Education also agreed that we are an outstanding school following an inspection in June 2017. This could not be achieved without the on-going active engagement of parents and governors.

Below you will find some useful information about being a governor. We are especially looking for people with any of the following skills: financial, analytical and or strategic, as well as an interest in special educational needs.

If you have any questions please feel free to contact us via the school email. Mrs Seston was our previous governor who will be stepping down in November – her son has now moved on to secondary school. Mr Hall and Mrs Reid, our current parent governors, would be more than happy to talk to you about the role of parent governor.

If you would like to stand as a candidate, please complete and return the nomination form in a sealed envelope to the school office (marked Parent Governor Nomination Form) to arrive no later than 3.15pm on Friday 19th November. Please also include a short statement about yourself including reasons why you wish to become a school governor and how you can contribute to the work of the governing body.

If more than one parent applies then we would hold an election and all parents would be invited to vote for a candidate.

All new governors are required by law to undergo a check on their suitability to serve. This will be a Disclosure and Barring Service (DBS) check.

Eligibility to stand

All parents at the school are eligible to stand as candidates except:

- 1) If s/he is an elected member of the local education authority (county councillor);
- 2) If s/he is paid to work at the school for more than 500 hours in any twelve month period beginning on 1st August and finishing on 31st July (during one academic year);

What is the composition of the Governing Body?

The governing body consists of parent governors, staff governor, the head teacher, foundation governors, three co-opted governors, a local authority governor and an associate governor. Our school currently has three parent governors (one vacancy). Parent governors have all the same powers and duties as other governors. Governor information, which includes a list of governors and their roles, is available on our school website. The Clerk to Governors is Emma Palmer.

How much time will it take up?

The full governing body meets five times a year. Most meetings run from 7pm to 9pm except for the July meeting which is held straight after school. If possible, every governor joins at least one of our committees, for example, resources or teaching and learning. The resources committee meets five times a year, while the teaching and learning committee meets three times a year. We also invite governors to come into school occasionally during the school day so they can see how the school operates. Governors also help out at school events such as parent evenings.

What do governors actually do?

Governors are responsible for the strategic direction of the school: they make long term decisions about the progress and the development of the school. Governors may help to appoint senior staff, they make decisions about the school's budget, they decide on policies for every aspect of the school, and they set targets for pupil attainment, progress and attendance. Governors ensure that the school provides the highest standard of education for every child.

Can I get help to understand what happens at meetings?

Yes. The Chair will meet new governors before their first meeting to talk through the agenda. New governors would be expected to attend the induction course provided by Oxfordshire's Governor Services so that you are fully aware of your role.

Can I talk to parents or other people about what goes on in meetings?

You can talk about matters in a very general way, but you must not identify any individual member of staff or any child. As the governing body acts as a 'corporate body' you cannot talk about any differences of opinion during the meeting, you can only report the final decision of the governing body. Part of the agenda is strictly confidential (it might cover special educational needs or exclusions) and you must not talk about anything discussed during these sessions. Governors are asked to agree to a Code of Conduct that will be explained at your first meeting.

What are the benefits of becoming a governor?

You will learn how the school manages its budget, personnel and buildings, and how school policies are developed.

What are the restrictions on becoming a governor?

Governors must be over 18 years of age; not be bankrupt, nor have served a long prison sentence, nor have been disqualified from working with children.

NOMINATION FORM FOR PARENT GOVERNOR

Name:

Address:

Children in Year(s)

I am willing and eligible to stand for election as a parent governor at Lewknor Church of England Primary School. I confirm that I am able to fulfil the role including attending meetings as required, and by contributing to governance work outside formal meetings.

Signed:

Date: