



Marlborough School

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Monday 2nd July 2018

Dear Parent or Guardian

Election of Parent Governor

Vacancies have arisen for parent governors to join the governing body of Marlborough School. Nominations are invited from any parent or guardian of a child on roll at the school. A form is enclosed and further copies are available at the school office. Completed nomination forms should be returned to the Headteacher at the School by 12:00 noon on Monday 9th July 2018.

We are hopeful that we can appoint 2 governors to help support the school in its continuing improvement. Should more than two valid nominations be received, there will be an election, by secret ballot of all parents. Should there be no nomination the Governing Body may appoint a suitable person to fill the vacancy. The elected governors will be entitled to serve a 4 year term and can continue as a parent governor even if during that time their children leave the school. Governors are of course free to resign at any time.

A short description is enclosed setting out the duties and responsibilities of governors. Please note the reasons why a person is ineligible to become a governor. If you are nominated please take your nomination form and proof of identity to school and fill in a Declaration Form. This is part of the pre-appointment check that all governor elections are subject to. Only the successful candidate will be DBS checked with the election result becoming effective once this check has been completed.

Please also note that the successful candidate's details will be placed on the LA's computer database. This data will be used in accordance with the principles set out in the GDPR Data Protection Policy. It will only be used for internal LA purposes including sharing with members, governing bodies and for mailing information to the successful candidate as and when required.

Being a governor can be a worthwhile experience and we really do hope that, after careful consideration, you will take an active part in supporting your children's education and the governing body either by standing for election, by nominating another parent or by voting for the candidates of your choice.

Yours faithfully

Headteacher



CORNWALL CHILDREN'S SERVICE AUTHORITY
NOMINATION FORM FOR ELECTION OF PARENT GOVERNOR

COMPLETED FORM MUST BE RETURNED TO SCHOOL BY
12 NOON on MONDAY 9TH JULY 2018

1. We nominate:(please print candidate's details)...
Surname:
Forename(s):
Address:
...to be a parent governor at Marlborough School.
Proposed by ([please print]):
I am a parent/guardian of a pupil at the School. Signature
Seconded by ([please print]):
I am a parent/guardian of a pupil at the School. Signature

2. For the candidate.
I agree to this nomination being made. I understand that, if successful, I will undergo a pre-appointment check and that my details will be held on a computer database. I am a parent/guardian of a pupil at the School. Signature:
3. In completing this nomination you may wish to state how you can best serve the school. Should there be a need for a ballot, this information will be photocopied as it stands and will be distributed with voting papers to all parents. Please use a black pen or type.



Governors are responsible for their school as a corporate Governing Board, but not as individuals. In all types of Schools, Governing Boards should have a strong focus on the three core strategic functions which are listed below:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
3. Overseeing the financial performance of the school and making sure its money is well spent.

Activities

As part of the Governing Board, a governor is expected to:

1. Contribute to the strategic discussions at Governing Board meetings which determine:
 - the vision and ethos of the school
 - clear and ambitious strategic priorities and targets for the school
 - that all children, including those with special educational needs and/or a disability, have access to a broad and balanced curriculum
 - the school's budget, including the expenditure of the pupil premium allocation
 - the school's staffing structure and key staffing policies
 - the principles to be used by school leaders to set other school policies
2. Hold the senior leaders to account by monitoring the school's performance; this includes:
 - agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
 - considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
 - asking challenging questions of school leaders
 - ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
 - ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
 - acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the Governing Board on the progress on the relevant school priority
 - listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers
3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises, and that the way in which those resources are used has impact.
4. When required, serve on panels of governors to:
 - appoint the Headteacher and other senior leaders
 - appraise the Headteacher
 - set the Headteacher's pay and agree the pay recommendations for other staff
 - hear the second stage of complaints, staff grievances and disciplinary matters
 - hear appeals about pupil exclusions

The role of governor is an important role which includes holding the Headteacher to account on strategic decisions.



A governor does not

- Write school policies
- Undertake audits of any sort – whether financial or health and safety - even if the governor has the relevant professional experience
- Fundraise – the Governing Board should consider income streams and the potential for income generation, but not carry out fundraising tasks
- Undertake classroom observations to make judgements on the quality of teaching – the Governing Board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
- Do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the Governing Board need to consider and rectify this

As you become more experienced as a governor, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (eg as a chair of a committee).

In order to perform this role well, a governor is expected to:

- get to know the school, including visiting the school occasionally during school hours, and gain a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full Governing Board meetings and committee meetings) and read all the papers before the meeting;
- act in the best interest of all the pupils of the school
- behave in a professional manner, as set down in the Governing Board's code of conduct, including acting in strict confidence

Time commitment

Under usual circumstances, you should expect to spend between 10 and 20 days a year on your governing responsibilities; the top end of this commitment, which equates to about half a day per week in term time, is most relevant to the chair and others with key roles, such as chairs of committees. Initially, we would expect your commitment to be nearer 10 days a year. However, there may be periods when the time commitment may increase, for example when recruiting a Headteacher. Some longstanding governors may tell you that they spend far more time than this on school business; however, it is fairly common for governors to undertake additional volunteering roles over and above governance.

Under Section 50 of the Employment Rights Act 1996, if you are employed, then you are entitled to 'reasonable time off' to undertake public duties; this includes school governance. 'Reasonable time off' is not defined in law, and you will need to negotiate with your employer how much time you will be allowed

