

**Parent Governor Elections for the Forest Federation
of Soudley, Steam Mills and Woodside Primary Schools**

Dear Parents and Carers,

1st March 2024

Our newly formed Governing Board will commence on 15th April 2024 and the Governors and leadership team are currently working with the Local Authority on final preparations, in accordance with the proposed Instrument of Government:

Governor	No.	Details
Staff Governor	1	Elected across all schools
Parent Governors	2	Elected across all schools (not ring fenced)
LA Governor	1	Nominated by the LA
Headteacher	1	This will be the executive headteacher
Co-opted Governors	10	Co-opted governors are appointed by the federated governing board and have the skills required to contribute to the effective governance and success of the schools.
Total	15	

We are now inviting nominations for two parent governors. This pack outlines the nature of the role and the skills needed to help the Governing Body perform its duties. If you have any questions on the pack or want to discuss this role, please contact me.

If you're interested in joining us, please complete the attached nomination form and return to the school as a paper copy or by email to either of the schools **by noon on Fri 15th March 2024**:

admin@soudley.gloucs.sch.uk

admin@steammills.gloucs.ch.uk

admin@woodside.gloucs.sch.uk

In the event of more than two volunteers coming forward, an election will be held, and ballot papers will be distributed to all parents.

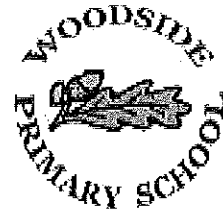
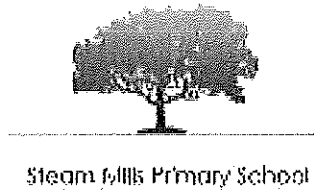
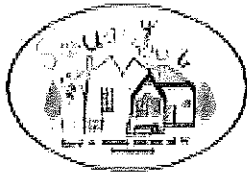
Yours faithfully,

M Davis

Mrs M Davis

Enclosed:

1. Parent Governor Pack Feb 2024
2. Nomination form



Parent Governor Pack Feb 2024

GUIDE TO THE GOVERNING BOARD

Role of a Governing Board

Governors work together to carry out their core functions:

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

Governors must also ensure that the Governing Board complies with all legal and statutory requirements. Governors seek the advice of the clerk to the local governing board and other professional advice as appropriate.

The important questions to governance are “why” and “what”. We look at impact and the standards achieved. Understanding both why a decision was made and the impact it has had on learning affects the decision-making process.

Governing board strategic responsibilities

We work closely with the executive leadership. The Executive Headteacher and Deputy Headteacher are responsible for strategic leadership, school improvement and day-to-day management, while the role of the Governing Board is strategic alone. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the schools
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the impact of the work at each school and the progress towards strategic objectives

- ensuring the required policies and procedures are in place and the schools are operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of each school's performance
- asking challenging questions of school leaders in order to hold them to account
- holding leadership to account for standards, financial probity and compliance with agreed policies
- visiting the schools to monitor implementation of the strategy and reporting back to the board
- ensuring that there are policies and procedures in place to deal with complaints effectively

Panels and committees

When required, governors are expected to serve on panels or committees in order to:

- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

Contribution to the Governing Board

Governors should ensure that they are making a positive and meaningful contribution to the governing board by:

- attending meetings full governing board meetings plus additional meetings as required, reading papers and preparing questions for the leadership in advance
- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- getting to know the schools, including visiting the school during school hours
- undertaking induction training through GCC
- taking part in performance reviews on an annual basis
- developing knowledge and skills on an ongoing basis

Parent Governor-Roles and Responsibilities

As a parent governor, the role is to bring a parental perspective to the issues discussed at meetings of the Governing Body, but not to speak 'on behalf' of the parent body like an MP or councillor. In this as with everything else, parent governors are no different from other governors. It is a fine line to tread but parent governors are not there as the ambassador of the parents. Their perspective is invaluable as helping the board understand a parent's viewpoint. This will help the board make good decisions and maintain a link between governance and the parent community. If any Governor is unsure whether an issue can be raised, they can seek advice from the Clerk or from the Chair of Governors.

Parent governors are a core part of federation and school governance. The role is voluntary and will appeal to parents who want to make a positive impact on their child's education and school life. The outcome is indirect, since the governor role is not in day-to-day interaction with the pupils or with routine federation and school life but is much more "behind the scenes". As well as parent governors, a federation's Governing Board consists of:

- The Headteacher
- Staff governor
- Co-opted governors (from the community, bringing their skills and experience to bear)
- A governor appointed by the Local Authority

Objectivity is essential to the role. Parent governors must promote the best interests of all children at the federation and have a duty to maintain good relations with other parents. Parent governors should not use meetings to raise issues affecting their own child at the expense of others. They can or may be asked to withdraw from meetings where they are concerned that they could not be impartial or would stand to gain by the outcome of a resolution.

The time commitment is 3-4 hours per short term, although this can vary depending upon the needs of the schools and any other roles that you may volunteer for (such as a link governor for one of the schools, for curriculum, SEN, Chair or Vice Chair) on the Governing Body. The time commitment includes meetings, background reading and school visits. Most of our meetings are held in the early evening, and we average one meeting per half term.

The Individual

We are looking for someone who:

- is willing to commit time and energy and is able to commit to around six evening meetings a year and some school based visits in the day
- is sympathetic and excited to contribute to realising and evolving the federation's vision and development plan
- is prepared to carry out the (largely online) induction training
- is innovative and a creative thinker, able to stimulate and contribute to carefully considered strategic decision-making
- has the highest aspirations for the schools and strives for excellence at all times
- is dedicated, committed and self-motivated
- understands that as a Parent Governor, you are not a representative of the parents, but a representative parent. That is, you are not there to gather parent and carers' views, but you bring the parental perspective to the board.

Appointment as a governor will be subject to an Enhanced DBS (Disclosure & Barring Service) check. We take safeguarding very seriously and operate robust procedures.

Eligibility and Disqualification

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, or an interim debt relief restrictions order;
- has had his or her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;

- ii) a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002;
- iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
- iv) an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a 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 the 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 as 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;
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- has received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- 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 prior to 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.

**Election of Parent Governors for the Forest Federation
of Soudley, Steam Mills and Woodside Primary Schools**

Nomination Form

Name:

Address:

Please tick:

☐

I have a child on roll at one of the above-named schools and am eligible and willing to serve as a parent governor

☐

I have read and understood the disqualification criteria

☐

I understand that the post requires me to hold a DBS certificate and undergo safeguarding training

Signature:

Nominated by*: (Signature, name in capitals and address)

Candidate's statement for inclusion on ballot paper:

***Self nomination is acceptable**

Please return forms by noon on Fri 15th March 2024. In the event of more than two volunteers coming forward, an election will be held, and ballot papers will be distributed to all parents.

Forms can be the school as a paper copy or by email to either of the schools:

admin@soudley.gloucs.sch.uk

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