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### **Hemingford Grey Primary School Governing Body – Parent Governor Vacancies**

Dear Parents and Carers

The Governing Body of Hemingford Grey Primary School currently has vacancies for one parent governor.

- Would you make a good school governor?
- Are you interested in serving your community?
- Can you spare some time?
- Do you enjoy working as part of a team?

If the answer is **YES** then would you consider becoming a governor at your child's school? Answers to some frequently asked questions about the Governor role are given below, but if you have any others or would like to have a chat about becoming a parent governor, please contact us using [chair@hemingfordgrey.cambs.sch.uk](mailto:chair@hemingfordgrey.cambs.sch.uk).

#### **How can I find out more?**

**We are running two virtual drop in sessions on Wednesday 13<sup>th</sup> October between 6.00-6.30pm and Friday 15<sup>th</sup> October between 12.00-12.30pm. To join either of these via Teams, please email the office to request a link.**

**Alternatively, if you would like to speak to one of our parent governors at a different time, please email our clerk ([clerk@hemingfordgrey.cambs.sch.uk](mailto:clerk@hemingfordgrey.cambs.sch.uk)) and we will arrange this.**

#### **What do governors do?**

A governing body works with the Headteacher and the staff at the school to make sure that the school provides a good quality education for all its pupils. An effective governing body will have governors with a range of relevant skills who have the time and commitment, and sufficient diversity of perspectives to both support and challenge the school. Governors are not expected to make day to day decisions about how the school is run; this is the job of the Headteacher.

The three key roles of a governing body are to:

1. Ensure clarity of vision, ethos and strategic direction;
2. Hold the Headteacher to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff;
3. Oversee the financial performance of the school and make sure its money is well spent.

### **Are there rewards in becoming a governor?**

There are potential rewards as it can assist with your personal development, give you access to training and experience of a live boardroom situation. There is also an enormous sense of satisfaction in supporting your child's school.

### **Are particular skills required?**

Across the Governing Body we need a variety of skills including areas such as financial planning and monitoring, human resources, premises management, strategic planning and data analysis. Equally important, however, is having governors with the time and commitment to get to know the school well and be active members of the governing body.

### **Do Parent Governors have a particular role?**

Our parent governors are very valuable members of the governing body. All governors regardless of their constituency are elected or appointed with one common purpose – to govern the school in the best interest of pupils. Parent governors are no exception. They are not elected to represent their stakeholder group, but are elected in order to contribute to the work of the governing body in ensuring high standards of achievement for all children and young people in the school, contributing to strategic discussion, holding senior leaders to account by monitoring school performance and ensuring money is well spent.

### **How has Covid-19 affected the Governing Body?**

Currently all our Governing Body meetings are being held remotely but we are hoping to return to face-to-face meetings in the near future providing this can be achieved safely. We have started to return to having some school visits in person to allow effective monitoring activities to take place.

### **Who can become a parent governor?**

A parent governor is defined as a person who is elected as a member of the governing body of the school, by parents of registered pupils at the school, and who is a parent at the time s/he is elected. "Parent" includes any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 19. A person is disqualified from standing for election or appointment as a parent governor if s/he is:

- An elected member of the local education authority; or
- Paid to work at the school for more than 500 hours in any consecutive 12-month period (at the time of the election or appointment); or
- Subject to any of the disqualifications under the Regulations

Currently we have a lack of male representation on the board so we particularly encourage Dads/male carers to step forward and volunteer for these roles. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is four years.

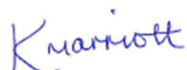
#### **How do I apply?**

***All nominations should be emailed to the Clerk (clerk@hemingfordgrey.cambs.sch.uk) by noon on Friday 22<sup>nd</sup> October.*** A nomination form is attached separately. Every nomination must be signed by the candidate (electronically signed is fine on this occasion). We also need a few words about the candidate and why they would like to be a governor. If you would like extra copies of the nomination forms, please contact the school office.

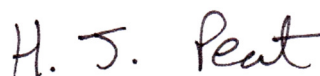
After Friday 22<sup>nd</sup> October, we will inform parents about the details of parent governor nominations. If only one candidate is nominated, they will be declared elected and no vote will be necessary. If two or more candidates are nominated then an election will be necessary and we will send ballot forms home with the children giving the names of the candidates and their details. Details for the return of the ballot papers will be given at that time.

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office. If you require a copy of this letter in a language other than English or in large print format please contact the school.

Kind regards,



Kirsten Marriott  
Headteacher



Helen Peat  
Chair of the Governing Body

## **SUMMARY INFORMATION FOR PROSPECTIVE PARENT GOVERNORS**

### **The Governing Body**

Our Governing Body comprises 15 individuals: 5 are elected from the parent community; 1 is appointed by the Local Authority (LA); 7 are co-opted by the Governing Body; 1 is elected by the school's staff; plus the Headteacher. This range of skills and interests serves to provide a balanced consideration of views to assist the Headteacher and staff in the management of the school.

The Governing Body is considered the guardian of the school – of its ethos, aims, assets and long-term strategic planning. The day-to-day running of the school is undertaken by the Headteacher and staff, though the Headteacher may seek the views of the Governing Body to assist with management decisions. The Governing Body aims to meet its various roles and responsibilities through:

- focusing on school improvement in its broadest sense;
- focusing on our strategic role and supporting the Headteacher and senior management team of the school from an informed perspective;
- keeping our pupils' interests central;
- keeping our parents informed;
- developing management practices and procedures which facilitate the effective and efficient undertaking of our roles and responsibilities;
- working as a team by encouraging and developing the involvement and participation of all governors and making the most of governors' experience and interests;
- being committed to an ongoing process of self-evaluation and review, supported by a governor training and development programme;
- remaining closely involved in determining the ethos and aims of the school and ensuring these underpin planning and practice.

A number of specific areas are served by committees, working parties or individual governors (including finance, premises, the curriculum, human resources, performance management, health and safety, inclusion and special educational needs and disability, training, etc) which consider issues and make recommendations to the Governing Body. Appointments take account of governors' experience and interests and decisions on key areas of responsibility are taken after collective discussion by the full Governing Body.



## **The Parent Governor**

Parents have a very direct personal interest in the school and may see things from a different perspective. Parent governors have a special contribution to make because they bring the voice of the parents to the governing body by drawing on their own experiences and the experiences of other parents. They are not delegates, however, and cannot be instructed by other parents on what to say at Governing Body meetings. No individual parent governor could, in any case, represent all the different opinions of all the people with children at the school. Parent governors have to make carefully considered judgements and speak and vote according to their own convictions and must put the good of the school before any personal interests and loyalties.

Parent governors are expected to attend all meetings of the full Governing Body (up to two per term) and to become members of one Governing Body committee (up to two meetings per term). As part of the governing body's ongoing monitoring and evaluation procedures, all governors are also expected to visit the school both formally and informally, in line with the guidelines contained within the Governors' Visits Policy. Currently Governing Body business is being conducted remotely and any need to go into school would be risk assessed and follow relevant Government and Local Authority guidelines.

The Governing Body has induction procedures in place and the LA Governor Support Service (Cambridgeshire Governor Services) runs a number of free training courses to support governors in their role. This includes an induction course, which all new governors are expected to attend. Governors are also expected to undertake further training as an integral part of their own, and the Governing Body's, development.

## **Further Information**

If you would like further information on becoming a governor, please contact any current governor or the Clerk (clerk@hemingfordgrey.cambs.sch.uk). A full list of governing body members, along with contact information, can always be obtained from the school office. Governing Body members and minutes of recent meetings can also be found on the school website: <http://www.hemingfordgrey.cambs.sch.uk/>.