



Andy Snipp, BA Hons
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St Peter's Church of England Middle School

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6th July 2018

Dear Parent/Carer

Parent Governor Vacancy

Would you like to be more involved in your child's education? If you would, why not consider becoming a school governor. This school has a vacancy for a Parent Governor to commence their term of office from September 2018.

Attached please find:

- a Parent Governor Information Sheet which details what governors do, their responsibilities and what personal attributes and qualities are required.
- a Parent Governor Election and Appointment Process Sheet, which details the Election and Appointment process.

If you become a Governor you will be making the following commitment to help make sure the school is well led and managed:

- **Share** the responsibilities of the Governing Body;
- **Attend and participate** in Governor's meetings on a regular basis – usually one per term;
- **Attend and participate** in at least one of the committee meetings - usually once per term;
- **Participate in training** – induction training for new governors comprises of 4 x 90 minute sessions held locally. On-going training is usually 1 or more 90 minute session per term held locally.

Are you interested?

If you are interested in becoming a Parent Governor please contact the Chair of Governors Rebecca Scott-Saunders for an informal chat

By email: r.scott-saunders@st-petersoldwindsor.org.uk

Once you have decided that you want to proceed, you will be given a nomination form to complete, with your election address. The completed nomination form must be submitted to Anne Hall, c/o School Office by end of school on **Monday 16th July 2018**.

Yours sincerely

Clerk to the Governors



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Parent Governor Information Sheet

Who are School Governors and what do they do?

School Governors are the largest volunteer force in the country and are there to ensure that schools are well run. The Governors work together with the Head Teacher in agreeing the aims and conduct of the school, ensuring that the pupils have a full entitlement to the agreed curriculum and managing the school within its allocated budget. The number of Governors on a school's governing body matches the size and type of the school, usually between 7 and 20 Governors who work together. Governors represent people from many walks of life: school staff, parents, and the local community. This means that school decisions are made by people with a wide range of experience and views. All Governors, once appointed, share the responsibilities and work as a team:

- Individuals are part of the Corporate Governing Body
- Duties are carried out as part of the team
- Governors are not legally liable as individuals

It is important to note that School Governors lead schools, they don't manage them. The day-to-day management of the school is the responsibility of the Head Teacher.

The Role of the Governing Body

A Governing Body has three main functions. It should:

- Ensure the clarity of vision, ethos and strategic direction of the school;
- Hold the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of the staff;
- Oversee the financial performance of the school and make sure money is well spent.

Who are Parent Governors?

Parents with children at St Peters are eligible to become a Parent Governor and can stand to be elected by other school parents. Elections are by secret ballot. If insufficient parents stand for election, the Governing Body can appoint Parent Governors. Parents who are elected members of the RBWM or who work more than 500 hours a year for the school cannot stand as Parent Governors.

Responsibilities of School Governors

Governors are appointed and elected to provide:

- Strong links between the school and the community it serves
- A wide experience of the outside world
- An independent view
- A visible form of accountability for the Head Teacher and staff of the school
- A team focusing on long term development and improvement



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- Accountability to the community for the use of resources and the standards of teaching and learning in the school
- Support for the Head Teacher and staff

The expectation of individual Governors is that they will:

- Take personal responsibility for their ongoing training and development
- Prepare for meetings so that they are well informed
- Attend meetings and play an active part
- Support the school stakeholders
- Work in partnership with the Head Teacher and staff for the benefit of the school and its pupils
- Recognise the corporate status of the Governing Body and the concept of collective responsibility
- Respect confidentiality and the need to act with circumspection
- Act and take decisions that are in the best interests of the school and not those of self, individuals or groups.

Specific responsibilities, powers and duties of a Governing Body are:

- For Governors to work together with the Head Teacher to set the future direction for the school and to decide how the school's budget should be spent
- To make decisions collectively on matters such as performance targets, school policies (for example discipline, attendance and performance management) and the school's improvement plan
- For Governors to review progress against the school's budget and objectives and to monitor the impact that the school's policies have on pupil outcomes
- To report to parents on the school's achievements and respond to inspection recommendations.
- Governing bodies hear appeals from pupils and staff and consider complaints
- to appoint, challenge and support the Headteacher, drawing on their knowledge and experience
- To make their decisions based on the advice of committees that deal with specific issues, such as the school's curriculum, premises or finances
- Standards – ensuring a strategic and systematic approach to promoting high standards of educational achievement
- Targets – setting appropriate targets for pupil achievement
- curriculum – ensuring that the curriculum is balanced and broadly based, and that the National Curriculum and religious education are taught
- Reporting results – reporting on assessments and examination results
- Policies – deciding how, in broad strategic terms the school should be run
- Finance – determining how to spend the budget allocated to the school
- Staffing – deciding the number of staff, the pay policy and making decisions on staff pay



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Principles and personal attributes required

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the work of the Governing Body. However, we would particularly welcome nominations from parents with the following skills:

Marketing (developing links with local business)

Project Management

Procurement

Process for Election and Appointment of Parent Governors

- As the parent, carer or other person with parental responsibility for a pupil at St Peter's you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the Parent Governor vacancy you will need to find two other parents willing to propose and second your nomination.
- If more parents want to become Governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a Parent Governor, maximum 100 words. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a Governor your term of office will normally be four years. You can resign at any time. If your child leaves the school you can continue as a Governor until the end of your term office.
- The nomination form must be returned to the Clerk to the Governors not later than ten school days from the date this letter was passed to you by the school – i.e. **by end of school 16th July 2018.**
- If you are elected you will be asked to complete a Criminal Records Bureau disclosure check.