



Meeting Individual Needs

6th October 2017

Dear Parents/Carers

We Are Looking For New Parent Governors

We currently have vacancies for two parent governors on the Governing Body, which is open to all parents and guardians of children in this school. Being a governor will give you the opportunity to help shape and guide the progress of Haughton School.

We are especially looking for people with any of the following skills; financial, ICT, statistical, analytical and or strategic.

Below you will find some further information about being a governor but if you have questions please feel free to contact us. We would really cherish your involvement and would be very open to discussing how you might be able to add your weight to our efforts. Please feel free to email us on haughton.admin@taw.org.uk or contact us through the school office.

If you wish to stand as a candidate for this interesting and challenging position, please complete and return the following in a sealed envelope to the school office (marked "Parent Governor Nomination Form") to arrive **no later than 3.30 pm on Thursday, 19th October 2017.**

This should include:

1. A completed Nomination Form (attached to this letter);
2. 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).

Eligibility to stand

All parents and guardians of children at the school are eligible to stand as candidates in the election **EXCEPT**

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

If there is more than one candidate, an election will be held.

Eligibility to vote

Each parent will have one vote for every parent governor vacancy.

If more than two candidates are nominated, we will notify all parents/carers about the election date and time, send out details of the candidates and will tell you, how you can vote by post if you cannot attend the election.

Yours sincerely



Gill Knox

Headteacher

SOME QUESTIONS AND ANSWERS FOR PROSPECTIVE PARENT GOVERNORS

What is the composition of the Governing Body?

There is one governor appointed by Telford & Wrekin Council, three parent governors (two vacancies), two staff governors including the Headteacher, two Co-Opted Governors (one vacancy) and one Associate Governor - nine governors in total. The Clerk to the Governors normally attends full governors' meetings and other staff are sometimes invited to advise some of the Committee meetings.

How much time will it take up?

Meetings of the Governing Body are held once a term (3 per year) from 5pm and usually last about 2 hours. Committees usually meet once a half term (6 per year) from 10am – 12pm. There are occasional evening (6.00 – 9.00 pm) training sessions on specific topics. You will need to spend some time reading the agenda, the minutes and other papers to prepare for a meeting. Governor appointments are for a period of four years.

Can I get help with child-minding costs?

Yes, if you need to employ a child-minder for evening meetings, then you can claim some of the costs back from the school.

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. If you feel it would be helpful, we could provide you with another governor as a "mentor" to help you through the first few meetings. The excellent induction training provided by Telford & Wrekin Council will help you to understand how governing bodies operate and you will need to attend the training which usually takes place from 9.15am – 3.30pm over 1 day.

Do I get paid for being a governor?

No. All school governors are unpaid volunteers.

What do governors actually do?

Governors are responsible for the strategic direction of the school: they make long term decisions about the progress and development of the school. Governors help to appoint the 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 achievement and attendance. Governors ensure that the school provides the highest standard of education for every child.

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 covers discipline, exclusions and similar items) and you must not talk about anything discussed in that section. 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.

Are there any 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. All governors are required to sign a declaration to this effect and a Disclosure Barring Service (DBS/CRB) Check will be carried out.

If I enjoy being a governor here, can I become a governor of other schools?

Yes, you can be a member of another school governing body, but you cannot be a member of more than two governing bodies.

Please return to the Headteacher at Haughton School
by Thursday 19th October at 3.30pm

CANDIDATE NOMINATION FORM - PARENT GOVERNOR ELECTION

I wish to serve as a Parent Governor and be a candidate if an election is necessary.

A personal statement of not more than 500 words is enclosed.

First name/s _____

Surname _____

Date _____

Signed _____