

11 October 2018

Dear Parent or Carer

The Board of Governors for Westfield Academy currently has a vacancy for one parent governor. As a mother, father, carer of a student attending our school we would like to invite you to put your name forward for consideration.

Parent Governor

This is a parent or carer of a student attending the school who is elected by the parents/carers to give a parental perspective in discussions and decisions. In addition, it would be expected that Parent Governors bring a range of skills that will help them to contribute effectively to the work of the Board of Governors.

The role of Governor

There are 3 main functions of a governor –

1. Making sure there is clarity in the vision, ethos and the strategic direction of the school;
2. Holding the Headteacher to account for the educational performance of the school and the performance management of the staff; and
3. Making sure that the school spends its money effectively.

The role of a governor will be –

- A thinking and questioning role not a doing role - the Headteacher and staff are employed to do that.
- Required to get to know the school by knowing its strengths and weaknesses.
- Expected to commit to the time required to undertake the role which would equate to approximately 20 days per school year.
- To always act in the best interests of **all** of the students in the school to better their outcomes

The expectations of governors have increased and it is important to understand that, in order to contribute effectively, all governors will be expected to:

- Be committed to upholding the values and ethos of their school;
- Attend & contribute to meetings of the Board of Governors;
- To visit the school throughout the year in line with the visits schedule linked to driving forward improvements in each of the schools;
- Analyse information, make observations and be proactive in seeking ways in which the school could further enhance outcomes for all students;
- Engage in constructive discussions that will involve questioning and challenging points of view;
- Review and agree policies & guidance, ensuring that the school is working effectively within legal frameworks.



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The list is probably longer, but does give a flavour of the demands that the Board of Governors will face. For further information, please see the Governors Job Description and Person Specification.

So why do people do it?

This is a question often asked; here are a few of the reasons:

- No single governor is expected to know everything about education and in relation to schools the law, finance and strategic planning – they are part of a corporate body who have the combined experience, knowledge, skills and commitment to work together to meet these demands effectively,
- It is a great chance to give something back to the school and to take an active role in shaping their future and bettering the outcomes for all the students within the school and within the wider school community,
- Governors are privileged to be able to see at first hand the impact of the hard work that they put into the strategic planning of the school.

The procedure for recruiting a Parent Governor is as follows:

- A letter is sent inviting nominations from parents and carers of a student attending the school.
- Candidates complete the nomination form and submit a brief summary of their knowledge and experience in areas that can contribute to effective governance, outlining their suitability for the role (100 words max). In the event of a ballot, see below, the summary will be distributed to all parents/carers in the school with the intention of helping them to make an informed choice when voting.
- Current governors at the school may meet with you to discuss the role in further detail.
- Where there is more than one candidate, all parents/carers will be invited to cast a vote in a secret ballot to decide the person in their opinion is the most suitable candidate for the role.
- An enhanced DBS (previously CRB) check is required for the successful candidate.

If you are interested in becoming a parent governor for this school please complete the attached nomination form and return to the Clerk to the Governors, Mrs Lisa Jeffreys, no later than 12 noon on Friday 19 October 2018.

Yours sincerely



Mr A Dyer
Chair of Governors



JOB DESCRIPTION

School	Westfield Academy
Job Title	Governor

GOVERNOR PURPOSE

To contribute to the work of the governing body in ensuring high standards of achievement for all students in the school by:

- Setting the school vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and students
- Overseeing the financial performance of the school

Setting the school vision, ethos and strategies

- Identify priorities for improvement
- Ensure plans to meet these priorities are clear and understood by all
- Ensure the Headteacher strategically directs resources towards meeting these priorities
- Set and regularly review whole school policies

Holding the Headteacher to account and overseeing the financial performance of the school

- Ensure self-evaluation is thorough, identifies the challenges facing the school and is used to identify priorities for improvement
- Consider all relevant evidence and data on school performance
- Ask challenging questions of school leaders
- Ensure senior leaders arrange for appropriate audits to be undertaken and receive the outcomes of such audits
- Ensure senior leaders carry out all of the governing body's policies effectively and that the school is operating efficiently
- With the Headteacher, arrange opportunities to take note of the opinions of school stakeholders, including students, parents, staff and the wider community

When required, serve on the panel of governors to:

- Appoint the Headteacher and other senior leaders
- Appraise the Headteacher's performance
- Set the Headteacher's pay range and agree the pay recommendations for other staff
- Hear the second stage of any staff disciplinary matters or grievances
- Hear any appeals about student exclusions

In order to discharge their duty appropriately, at Westfield Academy, governors are expected to:

- Get to know the school well, including by spending no less than 1 hour a year at school during normal working hours. (NB visits should be arranged through the Headteacher)
- Attend induction training
- Attend safeguarding training at least every 2 years
- Attend data analysis training at least every 2 years
- Attend other appropriate as identified by the governing body
- Attend the majority of full governing body meetings
- Attend the majority of the meetings of at least 1 sub-committee
- Act in the best interests of the students at all times
- Behave in a professional manner, as set down in the governing body's code of conduct, including acting in strict confidence

Knowledge, Skills and Experience

See Person Specification

Westfield Academy is committed to safeguarding and promoting the welfare of children and expects all governors to share this commitment. An enhanced DBS (previously CRB) check is required for the successful candidate.



PERSON SPECIFICATION

School	Westfield Academy
Job Title	Governor

- Commitment to improving education for all students
- Ability to work in a team and take collective responsibilities
- Willingness to learn
- Commitment to the school's vision and ethos
- Good literacy and numeracy skills
- Ability to analyse and review complex issues objectively
- Ability to identify problems and to propose and consider innovative solutions
- Ability to make difficult decision in the best interests of students
- Good communication skills, including being able to discuss sensitive issues tactfully
- Ability to analyse and interpret data
- Ability to question and challenge

In addition, governors are expected to bring to the governing body skills, knowledge and experience that will assist the governing body in carrying out its function.

Qualification and Disqualification regulations in becoming a School Governor

1. No person shall be qualified to be a Governor unless they are aged 18 or over at the date of their election or appointment. No current student of the Academy shall be a Governor.
2. A Governor shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.
3. A Governor shall cease to hold office if they are absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that their office be vacated.
4. A person shall be disqualified from holding or continuing to hold office as a Governor if:
 - (a) their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - (b) they are the subject of a bankruptcy restrictions order or an interim order.
5. A person shall be disqualified from holding or continuing to hold office as a Governor at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
6. A Governor shall cease to hold office if they cease to be a Governor by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
7. A person shall be disqualified from holding or continuing to hold office as a Governor if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.
8. A person shall be disqualified from holding or from continuing to hold office as a Governor at any time when they are:

- (a) included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
 - (b) disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
 - (c) barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).
9. A person shall be disqualified from holding or continuing to hold office as a Governor if they are a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
10. A person shall be disqualified from holding or continuing to hold office as a Governor where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
11. After the Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Governor if they have not provided to the chairman of the Governors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairperson or the Headteacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
12. Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Governor and they are, or are proposed, to become such a Governor, they shall upon becoming so disqualified give written notice of that fact to the Secretary.