

6 November 2020

Dear Parent or Carer

The Board of Governors for Westfield Academy will have a vacancy for one parent governor, from 11 November 2020. 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 –

- o A thinking and questioning role not a doing role - the Headteacher and staff are employed to do that.
- o Required to get to know the school by knowing its strengths and weaknesses.
- o Expected to commit to the time required to undertake the role which would equate to approximately 20 days per school year.
- o 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;
- 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.

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.



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### **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 check is required for the successful candidate.

If you are interested in becoming a parent governor for this school please complete the [nomination form](#) and return to the Clerk to the Governors, Mrs Lisa Jeffreys, no later than 2:00pm on Friday 13 November 2020.

Yours sincerely



**Mr A Dyer**  
**Chair of Governors**



## JOB DESCRIPTION

<b>School</b>	Westfield Academy
<b>Job Title</b>	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 check is required for the successful candidate.



## PERSON SPECIFICATION

<b>School</b>	Westfield Academy
<b>Job Title</b>	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 for those Governing in an Academy**

Those involved in Academy Governance may be subject to disqualification rules under Charity Law as well as Education Law.

The disqualifying reasons under Charity Law below will apply to Members/Trustees/Directors and those in Senior Management Positions of an Academy. Senior Management Positions will apply to individuals who have responsibilities of a Chief Executive or Finance Director/Chief Financial Officer.

Below are the automatic disqualification rules for charity trustees and charity senior positions that will apply to Members/Trustees/Directors/Senior Management Positions.

### **Disqualifying reasons relating to unspent convictions**

You are disqualified if you have an unspent conviction for

- An offence involving dishonesty or deception
- Specified terrorism related offences
- Specified money laundering offences
- Specified bribery offences
- Contravening a Charity Commission Order or Direction
- Offences for misconduct in public office, perjury, and perverting the course of justice
- Attempting, aiding or abetting these offences.

### **Other disqualifying reasons – non-financial**

You are disqualified if you:

- Are subject to notification requirements under sexual offences legislation, commonly referred to as being on the sexual offenders' register. If these notification requirements apply to you, you are disqualified by the automatic disqualification rules, even if your offence is spent
- Are disqualified from being a company director – limited exceptions apply
- Have previously been removed as a trustee, or as an officer, agent or employee of a charity by either the Charity Commission or the High Court due to misconduct or mismanagement
- Have previously been removed from a position of management or control of a charity in Scotland for mismanagement or misconduct
- Have been found to be in contempt of court for making, or causing to be made, a false statement – limited exceptions apply
- Are a designated person under particular anti-terrorist legislation.

### **Other disqualifying reasons – financial**

- Are currently declared bankrupt or are subject to bankruptcy restrictions or an interim order, including an individual voluntary arrangement (IVA) – limited exceptions apply
- Are subject to a debt relief order under the Insolvency Act 1986, or a debt relief restrictions order, or interim order, under that Act.

## Disqualification Reasons

You are automatically disqualified from acting as a Member/Trustee/Director/Senior Manager if:

1. You have an **unspent** conviction for any of the following
  - a) an offence involving **deception or dishonesty**
  - b) a **terrorism** offence
    - a. to which Part 4 of the Counter Terrorism Act 2008 applies
    - b. under Sections 13 or 19 of the Terrorism Act 2000
  - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
  - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2020
  - e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
  - f) an offence of **misconduct in public office, perjury or perverting the course of justice** yes/no
  - g) in relation of the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence
2. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011
5. You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011
6. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
9. You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
10. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
11. You have an **individual voluntary arrangement (IVA)** to pay off debts with creditors
12. You are **subject to** a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)