

Parent Governor Vacancy

Dear Parents and Carers,

There is currently one vacancy for a parent governor to join the Governing Board at Villiers High School. Our parent governors are valuable members of the Governing Board which supports the school and also holds school leaders to account. Parent governors provide a vital link between the school and the wider community and to help us to decide what is best for all our pupils. Governors play a key role in continuing to drive improvement.

The Governing Board meets approximately six times per year; we need committed parent governors who really want to make a positive difference to the life chances of our children.

We are committed to promoting equity and celebrating diversity. We are keen to have a governing board that reflects the diversity of our school community and strongly encourage parents from minority groups to consider standing for election. The school will make any reasonable adjustments to support potential candidates with disabilities.

Background on the role

Parent Governors are elected to the Governing Board and all parents are eligible to apply to be a Governor. The period of office is four years. Once elected, all governors must operate in the best interest of pupils, not as representatives to lobby on behalf of a constituency.

The Government considers the Governing Board of a school to have three key strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Overseeing the financial performance of the School and making sure its money is well spent.

The Governing Board does not involve itself in the operational side of the school. Besides parents, the Governing Board includes the Headteacher, at least one member of staff, a representative of the Local Authority and people from the local community. Each of these people play an important part in building good relationships between the school, parents and the wider community.

What do you need?

The most important attributes of being a Governor are:

- A genuine interest in the school and achieving the best for all the children at the school;
- Dedication, objectivity and integrity;
- Time to attend meetings (attendance is obligatory): there are six full governing board meetings a year. Most meetings are in the evenings, but it is important to be able to see the school in operation on occasion. There is also a Resource Committee and Governors can choose to join this committee which meets termly.

This is a demanding role for which all governors need to have, or develop, relevant and appropriate skills. However like any job, you will also learn from your colleagues on the Governing Board, from free training as you go along and by listening and questioning at meetings.

Here is some useful information about the role:

- www.egfl.org.uk/school-effectiveness/school-governance/becoming-school-governor-or-clerk

- <https://www.nga.org.uk/about/become-a-governor-or-trustee>
- www.sgoss.org.uk/volunteers/volunteer-role.html

How to apply

1: Nomination form

Attached to the email is a nomination form. You can nominate yourself or another parent using the attached form. If you require further forms, these can be collected from the school office. **Please return the nomination form by Friday 29 September, 2023.**

2: Personal statement

If more than one nomination is received a secret ballot will be held. You are therefore invited to provide a statement about yourself of no more than 200 words with your nomination form. Your statement will be produced by the school in a standard format and distributed to parents to assist them in casting their votes.

If this is necessary, voting papers will be sent to all parents together with details of the ballot procedure as soon as possible.

If you require a paper copy of the nomination form please contact the school by email info@villiers.ealing.sch.uk

Legalities

I should like to advise you that the School Governance (Constitution) (England) Regulations 2012 state that, in certain circumstances, a person may not hold office as a governor of a school. I enclose a list of the disqualification criteria which you must read before nominating yourself or accepting a nomination. Furthermore, a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the Local Authority or if they are paid to work at the school for more than 500 hours in any consecutive twelve-month period.

It is also important to note that since March 2016, all Governors are required to apply for an enhanced DBS check as part of the recruitment process. This check searches the police national computer for spent and unspent convictions, cautions, reprimands etc and includes any additional information that is held by local police that is reasonably considered relevant to the position of being a school governor.

Yours sincerely,

Headteacher