

RAINOW PRIMARY SCHOOL

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Caring, Learning, Achieving.

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26th March 2018

School Parent Governor Vacancies

Dear Parents

The Governors are pleased to invite parents to consider whether they would like to be part of the Governing Body of Rainow Primary School. This letter provides background on the role of a governor along with a summary of the time commitment associated with the role. The roles will commence at the start of the next academic year (i.e. September 2018). We hope that you will consider becoming a governor of our school and we are more than happy to discuss what is involved, if you would like to know more please get in touch via Mr Norris.

Background

The Governing Body works in partnership with the Headteacher and staff to ensure that the delivery of the curriculum, the use of public resources and the effectiveness of teaching and learning are of the highest possible standard. Governors provide both a support as well as a challenge to the school. They take a strategic view and do not have a 'hands on' operational role.

The Governing Body:

- sets and monitors progress against objectives in the School's Strategic Development Plan (SSDP)
- agrees the school budget and approves staffing levels;
- monitors the standards of achievement;
- ensures delivery of the curriculum;
- provides a parental voice;
- oversees the maintenance of the school premises;
- formulates school policies;
- appoints the Headteacher and supports in the appointment of other staff;
- acts as the school's 'critical friend', providing both support and challenge.

Governors are volunteers who bring much needed skills which schools may not always possess, for example financial expertise, personnel knowledge, project management or building and construction skills. To get a good view of the work we are involved in across the course of a typical academic year please take a look at our annual governance statement http://www.rainowpri.cheshire.sch.uk/serve_file/189789 or the National Governance Association website <https://www.nga.org.uk/Be-a-Governor.aspx>



Time commitment

As well as being a member of the Governing Body a Governor would typically be a member of the Teaching and Learning Committee (TLC) and one or two additional committees. We've set out below a guide to the likely time commitments for meeting attendance, however, it is worth noting that our meetings can have a tendency to cluster, particularly at the start of each term.

- Full Governing Body Meeting: once per term (i.e. 3 per year, all Governors attend). Typically start at 5pm and last 2.5~3 hours. Preparation time ahead of meetings 1-2 hours.
- Teaching and Learning Committee Meeting: once per term plus one extra in autumn term to agree the School's Strategic Development Plan (i.e. 4 per year). Typically start around 6:15pm and last 2~3 hours. Preparation time ahead of meetings 1~2 hours.
- Additional Committee Meetings: meeting timings and durations vary between committees but no committees meet more than three times a year.

In addition to the above Governors are also involved in:

- Ad hoc activities – for example: action follow-up, project involvement, recruitment, writing of meeting minutes.
- Subjects visits – around two per year (typical duration two hours for meeting and two hours for preparation and write up after the meeting).
- Training – initial induction training is conducted by Cheshire East and delivered across two evenings or one full day. Following this we would ask Governors to consider completing additional training relevant to the responsibilities they take on. This is typically no more than one training session per year and e-learning courses can be available.

Whilst not expected as an immediate commitment, we do need Governors who would be willing and able to take on committee leadership and vice chair roles in the future. These leadership roles involve additional responsibilities and time commitments – for example agreeing appropriate agendas with school leadership and reviewing and issuing meeting minutes.

We are accentuating the time commitments to be fair to those who apply. It is a role that involves work, but it is also a rewarding role that makes a significant difference to the school.

Finally, we would like to draw your attention to two lines from our code of conduct:

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.

If you're interested in becoming a school governor and would like to find out more about this vital role, you are welcome to speak to Mr Norris or any one of the Governors (Mr Norris would be happy to arrange an informal chat with one of us).

Yours faithfully

The Governing Body



RAINOW PRIMARY SCHOOL

Date 26th March 2018

PARENT GOVERNOR ELECTIONS NOTICE OF ELECTION AND NOMINATION PAPER

Nominations are invited on the back of this form to be received not later than 9.30am on Friday 20 April for the election of two Parent Governors to the Governing Body for a four year period.

Each candidate must be the parent of a registered pupil at the school at the time of election and must agree to be nominated or they may submit a nomination themselves.

Candidates are asked to provide a statement of not more than 100 words which will be sent to parents with the ballot papers in the event that we receive more nominations than vacancies.

Election Timetable

Informal discussion with the Mr Norris and / or current members of the Governing Body for interested parents from now until Thursday 19 April

Nominations Close	9.30am	Friday 20 April
Ballot papers will be issued		Friday 27 April
Ballot papers must be returned by	9.30am	Friday 4 May
Count Held	12.30pm	Friday 4 May
Result available	1pm	Friday 4 May

**THE FORM MUST BE RETURNED TO SCHOOL NO LATER THAN
9.30AM ON Friday 20 April**

**PLEASE MARK THE ENVELOPE
“NOMINATION PAPER – PARENT GOVERNOR ELECTIONS”**



**PARENT GOVERNING ELECTIONS – NOMINATION PAPER
RAINOW COUNTY PRIMARY SCHOOL**

Name of candidate:

Address:

The above named has a child at Rainow School, is willing to serve if elected and is hereby nominated to stand for election.

Nominated by*:

Name in capitals:

Address:

Signature of nominee*:

Date:

.....
AGREEMENT TO NOMINATION

I agree to stand as a candidate in the above Parent Governor election*.

Signature

Date

ELECTION STATEMENT

Candidates are requested to attach, in no more than 100 words, a statement in support of your nomination. This will be sent to parents with the ballot paper.

*Self-nomination or nomination by a spouse is acceptable.

