

Hales Valley Trust – Co-opted Governor Recruitment



Woodside Primary School and Nursery Local Governing Committee

Dear Parents and Carers

I am writing to let you know that vacancies have arisen for co-opted governors to serve on our Local Governing Committee at Woodside.

Becoming a governor is very rewarding and worthwhile experience. Effective governors do not need educational expertise but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

They also need to be able to work as an enthusiastic member of the governing board team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the school.

The prime focus of governors is to develop the strategic direction of the school, hold school leaders accountable, to be accountable to stakeholders and to ensure that financial resources are spent appropriately.

All governor meetings will be held **during the school day** so there is an expectation that all nominees would be available for at least half a day per half term to carry out their duties, which would also include some time spent in school working alongside the school leadership team.

To support them in their role, governors have a number of opportunities to access training or development in order to develop and enhance their knowledge and skills.

It is important to note that governors are appointed so as to bring the experience of that individual as a member to contribute to the Local Governing Committee/Educational Advisory Group.

We would welcome nominations from individuals with any of the following skills or experience:

- Governance experience
- Data analysis
- Finance management
- Special needs awareness
- Health and safety
- HR

Further information about the commitment and role of a governor can be gained by visiting the school website and/or contacting the CEO via the school office.

I am therefore inviting you to consider standing in the election to become a parent governor. Before completing the attached nomination form, please remember that:

- The person nominated must sign the form to show that he/she is willing to be a governor;
- The person nominated cannot stand for election if they work at the school for more than 500 hours in a twelve month period or if they are an elected member of the local authority;
- The person nominated should complete the enclosed declaration of eligibility form and sign to say that they are not disqualified from being a governor;
- The term of office for a governor shall be 4 Years;
- 2 references will be required
- All nominations must be returned to the school by **4.00 p.m. on Friday 2nd July.**

All nominees are asked to provide a personal statement about themselves to assist with the appointment process. Nominees are also asked to complete a skills audit to allow the Trust to evaluate the skills set being offered. **If you intend to put yourself forward then please contact the school office for a skills matrix and personal statement form.** Following receipt of all nominations by the stated closing date and time, the nominations will be evaluated against the personal statement and the skills audit. In the event that nominees do not meet the requisite skills and experience the Trust reserve the right not to appoint.

All newly appointed governors must complete a declaration of eligibility form to certify that they are not disqualified from being a governor. To ensure from the outset that candidates are eligible, the person nominated is asked to read and sign a pre-appointment declaration of eligibility form.

If you are considering becoming a governor and would like some further information (on the work involved in being a Governor, for example) please do not hesitate to contact me.

Yours sincerely

Mrs Jeannette Mackinney
CEO