



## MIDDLEWICH HIGH SCHOOL

HEIDI THURLAND BA (HONS 1<sup>ST</sup> CLASS) NPQH HEADTEACHER

November 2020

Dear Parent/Carer

### Parent Governor Vacancy

I am writing to inform you of a vacancy for the role of parent governor on our governing board. If you have ever wondered what the school governing board does, then here is an opportunity to find out, and perhaps help to influence how the school shapes its future.

#### The role of the governing board:

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight, and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our students.

As a governor you don't need to be an expert in education, finance, or data analysis, but what you do need is an interest in our school, our community, the welfare of our children and the time and willingness to get involved. The governing board requires a diverse array of skills to discharge its responsibilities, some of which you will almost certainly already have.

#### The role of a parent governor:

As a parent governor, you will work with the board to ensure it effectively carries out the duties referred to above. You will also play a vital role in ensuring that the board relates to, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

Although not essential, the following skills would greatly enhance the effectiveness of our governing board:

- Health & Safety
- Finance
- HR

If you are new to governance, you will be provided with a structured induction and the opportunity to undertake training as required. You will also be provided with an experienced governor as a mentor.

#### Expectations of governors:

- Term of office is 1-4 years (you do not have to resign if your child leaves the school)
- Time commitment is 6 – 8 hours per month
- Attend at least 3 meetings of the full governing board per year

- Governors are encouraged to sit on committees, focused on an area they have knowledge of, or are particularly interested in. We have two committees, both of which also meet 3 times per year
- Visit the school formally for monitoring purposes at least 4 times a year
- Visit the school informally at least once a year
- Undertake training as required to enable you to discharge your role effectively
- Attend school events
- Maintain confidentiality

All parents or carers of registered pupils at the school at the time of a parent governor election are eligible to become parent governors, unless they are:

- An elected member of the local authority or
- Paid to work in the school for more than 500 hours in any consecutive 12-month period (at the time of election or appointment)

#### **How to apply:**

If you are interested in applying for the role, please complete the candidate form attached. If we receive more applications than there are vacancies, a ballot will be carried out. We will inform you closer to the time if we have to do this.

If you would like to know more about becoming a school governor or would like to speak to a governor, please get in touch with Rebecca Dale, Clerk to Governors at [clerk@middlewichhigh.cheshire.sch.uk](mailto:clerk@middlewichhigh.cheshire.sch.uk) with your contact details.

Yours sincerely



**Ms. Heidi Thurland**  
**Headteacher**

**This form should be returned to the Headteacher at the school by  
08/12/2020**

I wish to serve as Parent Governor and to be a candidate if an election is necessary.			
<b>FULL NAME</b> (TITLE, FORENAME & SURNAME) <i>BLOCK CAPITALS PLEASE</i>	<b>ADDRESS</b>	<b>SIGNATURE AND DATE</b>	<b>NAME OF CHILD</b> (with CLASS, YEAR GROUP OR TUTOR GROUP)

In this section, outline:

- Any skills or experience you may have that the governing board requires
- Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor
- If applicable, details of your contribution to the work of the governing board during your previous term of office
- How you might be able to contribute to the future work of the board

Please use this space for a brief (100 words maximum) personal statement to support your nomination. This statement, typed in a standard format, with your name, will be circulated to parents if there is a contested election.

Please answer each question by ticking in the relevant column on the right-hand side

	YES	NO
<b>Are you</b> aged 18 or over at the date of this election or appointment?		
<b>Have you</b> been disqualified as a governor at this school for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? <i>Note: This does not apply to Headteachers</i>		
<b>Has your</b> estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
<b>Are you</b> the subject of a bankruptcy restrictions order or an interim order?		
<b>Have you</b> been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of anybody?		
<b>Are you</b> included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted?		
<b>Are you</b> disqualified from working with children?		
<b>Are you</b> disqualified from being an independent school proprietor, teacher or employee by the Secretary of State?		
<b>Have you</b> , in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (without the option of a fine)?		
<b>Have you</b> , in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?		
<b>Have you</b> , at any time, received a prison sentence of five years or more?		
<b>Have you</b> been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on education premises?		
<b>Are you</b> employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?		

I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority
- Paid to work in the school for more 500 hours in any consecutive 12-month period

I declare that I am not disqualified from serving as a school governor or as a parent governor.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form should be returned to the Headteacher at the school by 08/12/2020**

NOTE: if there are any parts of this form that you cannot answer, cannot sign or which you have questions about, please contact **Rebecca Dale** who will be willing to advise you.