



23rd September 2019

Dear Parents/Carers

We are looking for a new Parent Governor – nominations by Thursday 17th October 2019

We currently have vacancies for parent governors on the Governing Board, which are open to all parents and guardians of children in this school. Being a governor will afford you the opportunity to help shape and guide the progress of Worplesdon Primary School.

Parent governors play an important role as members of the Board, which is responsible for directing the conduct of the school and for promoting high standards of educational achievement. The term of office for parent governors as determined by the governing body is 4 years. The school and Governing Board have high expectations of the time and commitment required from its governors in order to effectively fulfil their roles and positively impact the life chances of all young people at our school.

For more information about the parent governor role here at Worplesdon Primary School please feel free to contact two current parent governors on the emails below. Mrs White and Mr Pitman have many years experience in governance and would be really happy to answer your questions:

Jane White	jwhite@worplesdon.surrey.sch.uk	Stephen Pitman	spitman@worplesdon.surrey.sch.uk
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According to our last Ofsted Report (June 2016), we are a good school, and have since then strived to make our teaching an outstanding experience for our pupils. This could not be achieved without the on-going active engagement of parents and guardians, so we can build further on what has been achieved already.

Following the Board's annual skills audit we would particularly welcome applications from people with experience in Marketing and Public Relations, Finance or HR, or analytical skills sets. We also recognise the importance of diversity in the Boards considerations and welcome all applications.

Below you will find some further information about being a governor but if you have questions please feel free to contact us. Please feel free to email us on admin@worplesdon.surrey.sch.uk or contact us through the school office.

If you wish to stand as a candidate for this interesting and challenging position, please complete and return the following in a sealed envelope to the school office (marked "Parent Governor Nomination Form") to arrive **no later than 3.30 pm on Thursday 17th October 2019**. This should include:

1) A completed Nomination Form
2) A short statement (approx. 150 words) about yourself (including reasons why you wish to become a school governor and how you can contribute to the work of the governing body). This can be in paper format or by email to the Head Teacher head@worplesdon.surrey.sch.uk

Eligibility to stand

All parents and guardians of children at the school are eligible to stand as candidates in the election EXCEPT

- if s/he is an elected member of the local education authority; (local councillor)
- if s/he is paid to work at the school for more than 500 hours in any twelve-month period beginning on 1 August and finishing on 31 July (during one academic year)



**Worplesdon
Primary School**

Envis Way, Fairlands,
Worplesdon, Guildford
Surrey, GU3 3NL

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Eligibility to vote

Each parent will have one vote for every parent governor vacancy.

Some people, who are not parents, but who act as parents/guardians and take care of a child at the school, may also be able to take part. If you or someone else living with you look after a child in this way please contact me to check if you will be able to take part in the election.

Yours sincerely

Mrs Karen O'Brien
Head Teacher

SOME QUESTIONS AND ANSWERS FOR PROSPECTIVE PARENT GOVERNORS

What is the composition of the Governing Body?

There is 1 governor appointed by Surrey Local Authority, 4 parent governors (one vacancy), 2 staff governors including the Head Teacher and 4 Co-opted Governors (two vacancies). A list of governors is posted in the school office and on our website.

The Clerk to the Governors (Malcolm Bradley) and the Deputy Head Teacher normally attend governors' meetings, and other staff are sometimes invited to advise some of the working group meetings.

How much time will it take up?

Meetings of the Governing Body are held once a half term from 6.00 - 8.00 pm with an additional start and end of year meeting: eight board meetings across the year. Every governor becomes a member of a working group and there is an expectation that they will be available to attend the occasional additional meeting, but importantly to complete actions and work between Board meetings as may be required to discharge the Boards duties.

There are occasional additional training sessions (usually held at Holiday Inn, Guildford) on specific topics. You will need to spend some time reading the agenda, the minutes and other papers to prepare for a meeting. Governor appointments are for a period of four years. However, we operate a open and honest self-appraisal system annually to ensure that all governors benefit from the support and training they require in order for their contributions to be effective.

Can I get help to understand what happens at meetings?

Yes. The Chair will meet new governors before their first meeting to talk through the agenda. If you feel it would be helpful, we could provide you with another governor as a "mentor" to help you through the first few meetings.

Surrey host an induction training that will help you to understand how governing bodies operate and the Board has membership to both Surrey's 'Better Governance' and the National Governors Association. A wealth of training material, in person and recorded video training sessions are available.

01483 232126
office@worplesdon.surrey.sch.uk



Do I get paid for being a governor?

No. All school governors are unpaid volunteers.

What do governors actually do?

Governors are responsible for the strategic direction of the school: they make long term decisions about the progress and development of the school. Governors help to appoint the senior staff, they make decisions about the school's budget, they decide on policies for every aspect of the school and they set targets for pupil achievement and attendance.

Governors ensure that the school provides the highest standard of education for every child.

Can I talk to parents or other people about what goes on in meetings?

You can talk about matters in a very general way, but you must not identify any individual member of staff or any child. As the governing body acts as a "corporate body" you cannot talk about any differences of opinion during the meeting, you can only report the final decision of the governing body. Part of the agenda is strictly confidential (it covers discipline, exclusions and similar items) and you must not talk about anything discussed in that section. Governors are asked to agree to a Code of Conduct that will be explained at your first meeting.

What are the benefits of becoming a governor?

You will learn how the school manages its budget, personnel and buildings, and how school policies are developed.

Are there any restrictions on becoming a governor?

Governors must be over 18 years of age; not be bankrupt, nor have served a long prison sentence nor have been disqualified from working with children. All governors are required to sign a declaration to this effect and a Disclosure and Barring Service Check (DBS) will be carried out.

If I enjoy being a governor here, can I become a governor of other schools?

Yes, you can be a member of another school governing body, but you cannot be a member of more than two governing bodies.