



**Worplesdon  
Primary School**

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



Dear Staff,

**We are looking for a new Staff Governor – nominations by Friday 15<sup>th</sup> July 2022**

We currently have one vacancy for a staff governor on the new federated Governing Board of Wood Street Infant School & Worplesdon Primary School, which is open to all staff in both schools. Being a governor will afford you the opportunity to help shape and guide the progress of the newly federated Wood Street Infant School & Worplesdon Primary School.

Staff 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 staff 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 staff governor role here at Worplesdon Primary School, please feel free to contact Karen O'Brien (Executive Headteacher).

The Board of Governors plays an integral part in the development of the federated schools strategic mission, vision and plan, and makes a significant contribution to the school's future success. Working with Mrs O'Brien, members of the Board of Governors act as ambassadors for Wood Street Infant School & Worplesdon Primary School, using their skills, expertise and experience to enable the federated schools to reach their full potential.

We are looking to recruit passionate, ambitious, energetic and appropriately experienced individuals to join our Board of Governors. Below you will find some further information about being a governor but if you have questions please feel free to 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 one of the school offices (marked "Staff Governor Nomination Form") to arrive **no later than 3.30 pm on Friday 15<sup>th</sup> July**. 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 clerk of Governors <a href="mailto:mbradley@worplesdon.surrey.sch.uk">mbradley@worplesdon.surrey.sch.uk</a>

**Eligibility to stand**

All staff at the schools are eligible to stand as candidates in the election EXCEPT if s/he is an elected member of the local education authority.

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 staff member will have one vote.

Yours sincerely,

Mrs Karen O'Brien  
Executive Head Teacher

01483 232126  
[office@worplesdon.surrey.sch.uk](mailto:office@worplesdon.surrey.sch.uk)



**Worplesdon  
Primary School**

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



## **SOME QUESTIONS AND ANSWERS FOR PROSPECTIVE STAFF GOVERNORS**

### **What is the composition of the Governing Body?**

There is 1 governor appointed by Surrey Local Authority, 2 parent governors, 1 staff governor, the Executive Headteacher and 8 Co-opted Governors. A list of governors is posted on our websites.

The Clerk to the Governors and the Head of Schools 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, normally in the early evening, 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.

### **How long are governors appointed for?**

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.

### **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.

01483 232126  
[office@worplesdon.surrey.sch.uk](mailto:office@worplesdon.surrey.sch.uk)



**Worplesdon  
Primary School**

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



**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.