Thursday 21st September 2023

Dear Parent,

**Can you help shape the future of our Federation?**

We are pleased to let you know that we have a vacancy for an **infant school parent** to join our Governing board in the role of Parent Governor.

This letter sets out information on the role of the governing board, how to stand to be a parent governor, what the governing board is ideally looking for from its governors, and how you can find out more information.

**If you are interested in running for election, here’s what you should do…**

1. Find out more about the role of being a school governor. It is important to understand the role, expectations and commitment before applying. There is information on the role with this letter. You might also find it helpful to speak with parents who are or were governors at Moss Hall Infant and Junior schools and to other school governors.
2. Check you are qualified to be elected as a parent governor: see below for details.
3. Nominate yourself. Your nomination form must be returned to the Clerk by email by 3.30pm on Thursday 5th October 2023. If after you have read the attachments you have any questions, please contact Ms Wynne or ourselves as soon as possible.

There are many other ways you can get involved with and help our schools without becoming a governor. There is our fantastic Moss Hall Schools Association (MHSA) which does an amazing job of raising funds for the schools. There are many opportunities to support the schools by helping your class teacher, helping on school trips and other opportunities which will be shared via the schools' newsletters.

Yours faithfully

Mo Choonara and David Dunn

Co-chairs of Governors

Governors, Moss Hall Schools Federation

Information on becoming a parent governor

**How many governors will be on the Governing Board of the Moss Hall Schools Federation?**

The governing board will consist of 15 elected people:

|  |  |
| --- | --- |
| **Role** | **Name or process** |
| 1 Executive Headteacher | Laura Wynne |
| 1 Local Authority Governor | Appointed by the LA |
| 1 Parent Governor, Moss Hall Infant School | To be elected by parents/carers of pupils at the Infant School |
| 1 Parent Governor, Moss Hall Junior School | To be elected by parents/carers of pupils at the Junior School |
| 1 Staff Governor | To be elected by staff of Moss Hall Infant and Junior Schools |
| 10 Co-opted Governors | Vacancies to be appointed by Governing Board on the basis of skills and potential for contribution after a selection process. These positions can include past or present parents who have particular skills or experience in line with our skills audit. |

**Why are there only 2 elected parent governors?**

The law sets out that we must have two elected parents on the governing board - no more and no less. There may be other parents on the governing board: parents of children in the schools can stand for appointment as Co-opted Governors.

**Are the parent governors representatives of the parents?**

No. Once elected, parent governors have the same status and responsibilities as all other governors. As parents, they will have an important perspective to bring to discussions. Meaningful and effective engagement with parents is vital. It is the role of the governing board as a whole to assure itself that arrangements are in place to understand the views of all parents.

**What does the Governing Board do?**

The governing board is responsible for ensuring the school is well managed and led, while challenging it and supporting it to improve. Alongside the head, it works with the staff to improve and develop their school and ensure that all children and young people receive an education that helps them to achieve their full potential.

The Governing Board has three core functions:

* Ensuring clarity, vision and strategic direction
* Holding executive leaders to account for the educational performance of the organisation and the performance management of staff
* Overseeing the financial performance of the organisation and making sure the money is well spent.

The day-to-day leadership of the schools is the responsibility of the Executive Headteacher.

Governors work as a team. It is the full governing board that has legal duties and powers and all governors share in that corporate responsibility.

**What can you offer as a parent governor?**

* Enthusiasm, time and commitment
* Your local knowledge will be valuable: you will have a feel for what is important to people
* Any professional or other skills you may have will be very helpful
* An openness to learning and change, and wanting to make a difference
* Objectivity in debate and decision-making and the ability to add different perspectives to school issues.

**What will be expected of me?**

You will be expected to:

* Attend governing board meetings. These will take place five times a year, for 2.5 hours each. Reading time is approximately two hours a week in advance of meetings.
* Attend school based visits at least once a term for 2-3 hrs in order to gather information to inform your work (this is guided by school leaders)
* Take a lead governor role in at least one specific area. For example, this might be inclusion or improving communication
* Undertake appropriate training and attend school events
* Parent Governors are elected to serve 4 years. Parent Governors may continue to serve out their term if their child leaves the school.

**How much time does it take to be a school governor?**

It is likely to take a minimum of ten hours of your time a month and sometimes significantly more - sometimes during the school day, sometimes in the evenings and sometimes (for school events) at weekends.

**What skills and experience are you ideally looking for?**

There are a wide range of skills that will help the governing board be effective in its role.

Some of the key skills all governors need include:

* The ability to listen carefully, ask questions, challenge and be challenged
* A strategic focus - understanding the detail, but not getting lost in it
* Tenacity in striving for the best for the school
* The commitment to attend meetings and to help between meetings, including by taking the lead on key change issues and visiting the school
* A willingness to attend training and to learn
* The commitment to attend school events
* There are also a number of specific skills will be valuable to the governing board. These include quality improvement, change management, data, finances, legal and HR skills.

Remember, skills come from many experiences - at home and volunteering as well as at work.

**What are the benefits of being a school Governor?**

* The privilege of being a small but very important part in an educational system with a very long history
* The knowledge that you have played a part in improving local children's education and supported the school's staff
* A chance to develop new skills, to practise and strengthen existing ones, such as chairing a meeting, researching or leading on a key school issue
* The opportunity to work as part of a team to make a real difference in the community
* The opportunity to meet new people from all walks of life whom you probably would not have otherwise encountered
* Knowing that the decisions you collectively make will have a huge impact on children’s lives
* You develop as a person and may even find that your experiences as a governor influence future career and life choices.

**Do I need to know everything before I become a school governor?**

No. All newly elected and appointed governors will receive induction, including an induction pack, a briefing with an existing governor and a meeting with school leaders.

Further training will be tailored to an individual's needs.

**Who can stand to be a parent governor?**

If you are the parent of a child in Moss Hall Infant School, you may apply to be a parent governor elected by the parent body of Moss Hall Infant School. If you are the parent of a child in Moss Hall Junior School, you may apply to be a parent governor elected by the parent body of Moss Hall Junior School.

Please check that you are eligible to stand as a parent governor. You can stand for election if you:

* are a parent of a child in the infant or junior school
* have parental responsibility for child in the infant or junior school
* have care of a child in the infant or junior school.

‘Parent’ in the reference in the definition must be to someone involved in the full-time care of the child on a settled basis. There are some criteria which can disqualify you from serving as any type of governor. This list is given in the nomination form. If you are applying, then you must confirm that you are not disqualified by those criteria.

**How can I put myself forward to be a parent governor?**

You can nominate yourself by completing the attached nomination form or by downloading the form from the website. Please email completed nominations to the governing board clerk, [Mai-Britt.Cooper@clerks.hfleducation.org](mailto:Mai-Britt.Cooper@clerks.hfleducation.org)

The nomination form should include your name, photograph and a statement of no more than 250 words where you can set out:

* Evidence of the extent to which you possess the skills and experience the governing board needs
* Your commitment to undertake training and development to acquire or develop the skills to be an effective governor
* How you plan to contribute to the future work of the governing board
* Filling in a nomination form may sound daunting. We do not want any parent to be put off so please contact the governors below if you need help with writing a statement.

Your nomination form must be returned to the clerk by **3.30 pm on Thursday 5th October.**  Any nominations received after the deadline will not be accepted.

**What happens once you receive my nomination form?**

If we receive more than one nomination, we will hold an election. Parents will be asked to take part in a secret ballot to vote for the candidate they feel would be most suitable as a parent governor. The information you supply as part of your nomination will be circulated to parents to help them decide who to vote for. Your personal contact details will not be distributed. This is for governing board purposes only.

If the school receives one application, then those nominees are deemed to be ‘elected unopposed’ and become parent governors without the need for an election.

**What happens if no-one stands to be a parent governor?**

We really hope that parents will stand. If no parents nominate themselves by the deadline given above, then the governing board become responsible for appointing parent governors to fill the vacancies. If they can’t find volunteers at our school, then they may seek parent volunteers from other schools. If an election needs to take place then we will inform all nominees personally, and all parents in writing, providing the details of how to vote and the deadline for doing so.

**NOMINATION FORM**

**Moss Hall Infant School**

**Election of Parent Governors**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick:

* I declare that I have a child on roll at the school and am eligible and willing to serve as a parent governor
* I declare that I have read and understood the disqualification criteria
* I understand that the post requires me to hold a DBS certificate

Signature:

Nominated by\*: (Signature, name in capitals and address)

Candidate’s statement for inclusion on ballot paper (250 words)

Completed nomination must be returned to the school by 3.30 pm on Thursday 5th October.

*\*Self nomination is acceptable*