



Tuesday, 19 April 2022

Dear Parents and Carers,

Parent Governor Vacancy 2022

There is a vacancy for a **Parent Governor** on the school Governing Body and I am writing to invite you to nominate yourself for the position.

Parent Governors play an important role as part of the Governing Body, meeting once a term for a Full Governing Body meeting and sitting on one of our three committees (Finance & Resources, Curriculum & Achievement, and Children Families & Community).

Governors are also expected to attend events, volunteer for working groups, sit on panels and hearings, and participate in selection processes for senior staff. There are regular Governors' Away Days, which strengthen the work of our Governors and allow them to think strategically about the direction of the school.

Governors are responsible for promoting high standards of educational achievement and ensuring that the school's resources achieve excellent value for money. The term of office for Parent Governors is 4 years.

Life as a Governor is varied and fulfilling and we hope that there are parents/carers prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance. Training and support will be available to help you develop into the role. This will include one-to-one mentoring and support as well as access to external Governor training. Those new to being a Governor are expected to attend induction training.

No previous experience is necessary, however the following knowledge, skills and attributes would be helpful:

- A strong commitment to equality, diversity and inclusion and to closing the educational gap between disadvantaged students and their peers.
- Knowledge of the school community as well as the local community.
- Available to spend time on the work of governance both in the evening and, at times, during the school day. Approximate time commitment is 15 hours per term (includes training).
- Experience of working as a part of a team, contributing to improvement of a team or organisation, and actively participating in formal meetings (in a paid or voluntary capacity) is desirable.

We are looking to ensure that the Governing Body reflects the diversity of the school and local community and we welcome applicants all sections of the school community.

For more information about the role, please see Appendix A. If you have any further enquiries about the vacancy, please contact our Office Manager, Emer O'Driscoll at



e.odriscoll@sydenham.lewisham.sch.uk. If you would like to have an informal conversation with a current Parent Governor about the position, please contact Emer O'Driscoll to arrange this.

If you would like to nominate yourself to become a Parent Governor, please complete and sign the enclosed nomination form and return it to Emer O'Driscoll (e.odriscoll@sydenham.lewisham.sch.uk) no later than 12pm on Tuesday, 3 May 2022. The form should be returned via email, post or in-person at the Main School Reception.

Please include a supporting statement with some details about yourself and why you would like to become a Governor (not exceeding 100 words). This will then be published on the school website and circulated to all parents/carers to help them decide who to vote for if an election is required.

An election will be held by anonymous ballot following the close of nominations. Details of the procedure will be communicated to all parents/carers. Nominations must be from parents or carers with children at the school on the day that nominations close.

Here is a link to the National Governance Association's website, giving an overview of the responsibilities of a Governor: <https://www.nga.org.uk/Governance-Recruitment/Be-a-school-governor-or-trustee.aspx>

The enclosed sheet summarises the disqualification criteria to serve as a Governor. Anyone standing for election must certify they are not disqualified for any reason. Parents/carers who have undertaken paid employment in the school for 500 hours per academic year or more, or who are elected members of the Local Authority, are not eligible to stand in these elections.

Yours sincerely

Gloria Lowe

Headteacher

Attached

- 1. ROLE OF THE PARENT GOVERNOR**
- 2. DISQUALIFICATION CRITERIA**
- 3. NOMINATION FORM**



APPENDIX A: THE ROLE OF PARENT GOVERNORS

Parent Governors are elected by the parent body to represent them on the Governing Body. They act as a link between parents/carers and the Governing Body.

Parent Governors are not delegates and are not obliged to receive voting instructions on matters to be decided, nor to vote in accordance with the varied views of parents/carers in the school community.

It is important that Parent Governors can give a fair and accurate representation of parental/carer opinion on matters of importance. They vote, however, according to their own conscience and the well-being of the school should be foremost in any decision-making.

In all other respects, Parent Governors have the same role as every other Governor, i.e. together with other members of the Governing Body and school leaders, they contribute to

- the strategic leadership of the school
- overseeing the school's aims, values and ethos
- promoting high standards of educational attainment
- setting targets for student achievement
- ensuring compliance with the National Curriculum
- taking general responsibility for the conduct of the school
- monitoring the school's budget, including deciding how many staff will work in the school and their pay
- participating in the appointment of the leadership group
- regulating school conduct and discipline.

Like other Governors, Parent Governors do not have the power to take action on behalf of the Governing Body unless they have been asked to do so by the Governing Body.

Most Governing Bodies keep confidential items to a minimum. However, all Governors need to bear in mind that indiscreet talk about what has been said at a Governing Body meeting can cause problems, and care needs to be taken when reporting on the outcome of meetings. Governors are expected to keep the content of all Governing Body meetings confidential at all times.

In general, just like all Governors, Parent Governors should make sure that they never discuss individual children or adults outside the Governing Body if they have gained information about them as a result of being a Governor.

Parent Governors should be accessible to other parents/carers, however, care must be taken by any Governor if they are approached by another parent/carer with a complaint about the school. In these cases the parent/carer concerned should be referred to the school's Complaints Policy.



APPENDIX B: Disqualification Criteria

A person is disqualified from holding or from continuing to hold office as a Governor or Associate Member if he or she:

- fails to attend the Governing Body meetings – without the consent of the Governing Body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio Governors);
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order).
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children.



APPENDIX C: Nomination Form - Parent Governor

Full name:

I am a parent/carer of the following student(s) at Sydenham School:

Supporting Statement (between 80-100 words):

I wish to serve as a Parent Governor and to be a candidate if an election is necessary. I have read the rules regarding the eligibility to become a Governor which I received with the nomination form and I confirm that I am eligible to serve as a School Governor.

Signed:

Date:

Please return this form to Emer O'Driscoll (e.odriscoll@sydenham.lewisham.sch.uk) no later than 12pm on Tuesday, 3 May 2022.