



1.9.21

Dear Parents/Carers,

Election of Parent Governors

Coit and Ecclesfield Federation is seeking to recruit three new parent governors for September 2021.

The governing body is asking you to nominate someone with parental responsibility for a child at either school. If the schools receive more than three nominations, then a ballot will be held. In the first instance, the ballot will be for a Coit parent representative amongst Coit parents and for the Ecclesfield representative with the Ecclesfield parents and then one more parent from either school to complete the requisite amount of parent governors.

Before you decide to nominate someone, or indeed stand yourself, you may want to know more about what is involved.

Governors Roles and Responsibilities

Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of all our children and the time and willingness to get involved. The skills you have can be very useful to the governing body. To sustain the leadership of the school it has been agreed that the skills needed are the ability to:

- a. provide effective strategic leadership and the ability to set a clear aspirational vision for the schools with ambitious but achievable aims;
- b. ask challenging questions based on an understanding of performance data which hold the management leadership to account;
- c. possess a clear understanding of local issues and identity what nurtures and sustains a strong community ethos in a school together with a keen interest in the development of both schools;
- d. provide robust and intelligent challenge to school performance in a supportive style;
- e. ensure that the management of the school resources, both human and financial, is effective and efficient in supporting the established priorities for the school;
- f. sustain effective two way communication to key stakeholders, especially the parents; and
- g. provide an opportunity to develop the capacity, self-confidence and esteem of local people by playing a part in the governance of the school.

It has been generally agreed that the Governing Body should seek to encourage parent governors to be representative of the key phases within the school – Early Years, KS1 and KS2. It is acknowledged that this can only be a general aim as parent governors are elected by the parent body.

Governor Knowledge Skills and Understanding

Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our governing body expects governors to:

- attend termly meetings of the full governing body (In the early days of the Governing Body this may be as many as 2 per term),
- sit on at least one committee and attend the meetings which are usually one a term,

- visit the school formally for monitoring purposes at least once a year (COVID arrangements are still in place the meetings will be via zoom in the Autumn term)
- visit the school informally at least twice a year (COVID Risk assessments permitting)
- commit to attend training courses, perform additional research as required and take part in monitoring at least one area within the school,
- commit to attend school when external inspections/audits take place or for exceptional hearings.

In return, our governing body commits to:

- provide you with a structured induction
- provide access to quality training as identified in the skills audit
- provide you with an experienced governor as a mentor
- provide informal feedback on your contribution to the governing body

If you would like to find out more about how you can contribute to governance at our school, please email and I will arrange a time for a conversation.

The nomination process

Attached is a copy of the **skills audit** that might help you to evaluate your skill-set.

At this stage, you will not be asked to submit this but if elected it will be used to look at where the skills in the Governing Body need to be enhanced by the co-options.

There is the **NGA Governors' Code of Behaviour** which all Governors are required to sign and follow at all times. It is important that Governors understand that by adopting this code of conduct, governing bodies are setting their own standard of behaviour and the expectations from governors.

There is also an eligibility criteria document.

On the attached Nomination sheet you will be asked to complete your details, other than your name these will not be disclosed in any election process, they are simply for your contacts during the process. You will be asked to have a supporter for your nomination who should also be a parent/carer of a child at the school (you can of course self-nominate). You are asked to provide a statement of fewer than 100 words about the skills or experience you could bring to the role or for your aspirations for the future of the school. This will be used in the election process and subsequently in the pen portrait on the school website if you are elected. Submit your application in a sealed envelope to the school office marked "Parent Governor Nominations"

Timescale

Nominations deadline **9am Friday 17th September at each school office.**

Elections (if necessary) will take place from the **week commencing 20th September 2021**

Core membership will be confirmed by **week ending 24th September 2021.**

Thank you for your support.

Alison Warner

Chairs of the Governing Body of Coit and Ecclesfield