



**Leavesden Green JMI School and Nursery**

High Rd, Watford, Herts, WD25 7QZ

admin@leavesden.education

T: 01923 484340

***We Learn, We Grow, We Fly***

7 December 2021

Dear parent/carers,

We have an exciting opportunity for you to take an active part in our school community, by joining our growing Governing body. We have three parent governor vacancies, created due to governors leaving in the next year as their children will move to secondary and to support our now two form entry school.

As parents/carers of children in reception and nursery, you will have a vested interest in the success of our school for years to come. This is a great opportunity for you to take an active role in supporting our success. The governing body plays a very important role in our school, it is essential we continue to welcome new governors to support this role.

The governing body has a skill gap need for experience in finance, HR and education, however we value all skills that a parent/carer could bring. The biggest thing we need is passion for our school. Being a governor gives a real opportunity to help shape and support our future strategy and has a direct impact on our success.

**How does election for a Parent Governor work?**

You will first need to nominate yourself, by completing the attached form (copies can be picked up from the school office) by emailing or giving back to the school office ( [admin@leavesden.education](mailto:admin@leavesden.education) ), by Tuesday 21<sup>st</sup> December.

All candidates are invited to give a brief detail\* about themselves (no more than 200 words) on the nomination form. There are more details on the role further down this letter. *\*Note: whatever a successful candidate puts in this section will be copied into what is sent out to parents. This will not be altered in anyway.*

Another parent of a child at the school must sign the form in support of your nomination, so please copy them into the email you send back to us. If you would like to nominate yourself, but have a problem with doing this please contact the school office.

In the event where we have more suitable parent applications than vacancies, we will require an election. The nomination forms will be copied and sent to all parent/carers with the ballot papers W/C 10<sup>th</sup> January with votes to be cast by Wednesday 19<sup>th</sup> of January and votes counted on Thursday 20<sup>th</sup> January. If three or less suitable parent applications are received, the nominees will be elected unopposed. If there are no, or

fewer nominees than vacancies, the governing body has the power to appoint a parent governor to fill the vacancies. Please note that as the last parent election was more than a year ago, we can't automatically appoint those that were in that election. However, we fully encourage any applicants from previous elections to put themselves forward for this one.

### **Who qualifies to be a parent governor?**

Only parents of children registered at the school are entitled to stand or vote in the election. In the case of a ballot, each parent will be sent one ballot paper regardless of how many children they have at the school. And each parent will have one vote per vacancy. The ballot will be secret, and you will be notified of the result as soon as possible afterwards.

*In most cases it will be obvious whether you are a parent/carer, but to avoid uncertainty, for the purpose of the election of a parent governor, a parent/carer is:*

- a) Someone who has parental responsibility\* or*
- b) Someone who looks after the child on a day-to-day basis (but does not have "parental responsibility")*

*\*A person has "parental responsibility" if*

- a) She is the child's natural mother or*
- b) He is the child's natural father and either*
  - was married to the mother on the day of the child's birth or subsequently*
  - Or has entered into a legal parental responsibility agreement with the mother*
  - Or has been granted a residence order from the court directing the child will live with him*

*Or deregistered or re-registered the child's birth after 1 December 2003*

The term of office for a parent governor, as for other governors, is four years. If you are elected, you may service the full four years even if your child leaves the school before your term of office finishes. After this period, if you would like to be considered to stay on as a governor, with agreement from the governing body, you can become a co-opted governor.

### **What are the expectations of a governor?**

The Governing Board's job it is to work, with the Headteacher, Leadership Team and Local Authority, to ensure all pupils receive the best possible education. It has three core functions:

- Ensuring clear vision and strategic direction;
- Holding School Leaders to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance and making sure money is well spent.

To fulfil these roles, Governors are appointed to provide:

- strong links between the school and community
- a wide experience of the outside world and skills that the school needs to achieve its goals
- an independent view
- holding the Headteacher and staff of the school accountable

- focus on long term development and improvement
- accountability for the use of resources and the standards of teaching and learning in the school
- support for the Headteacher and staff

### **Do I need any specific qualifications to be a school governor?**

There are no formal qualifications required to become a School Governor. Governors need to be able to offer all of the following skills and qualities:

- time & commitment (see Governors' workload below)
- a willingness to learn and a listening ear
- the ability to assimilate information, make judgements and take decisions
- flexibility & tact
- ability to work as part of a team and express views openly within meetings
- be able to treat information confidentially which can be challenging when you may have knowledge of other parents and children

It would be great if you are able to bring other professional skills and qualifications Such as HR, Finance, Legal or Education knowledge.

*As part of the appointment process, in accordance with Department for Education requirements, all Governors-elect must provide 2 references which the school will review before confirming appointment. A full DBS (Disclosure & Barring Service) check will also be undertaken. Prospective Governors will be asked to make a declaration including any criminal convictions, including disbarment as a Director, or restrictions on working with children or young people.*

All Governors, once appointed, share responsibilities, work as a team to achieve the Governing Board goals and accept collective responsibility for all decisions. Governors must observe complete confidentiality when asked to do so by the Governing Board especially in relation to matters concerning individual staff, pupils or parents.

### **What kind of time commitment will be expected from me?**

Governors should expect to spend at least 6 hours a half-term attending meetings (held remotely, with some F2F, covid restrictions allowing), reading papers, visiting school, attending training courses and writing reports. It is understood that Governors have a wide range of other roles and responsibilities, and timing of much of a Governor's work can be flexible, but all Governors need to be available sometimes during the school day and in the evenings. All Governors are expected to:

- Attend governing body meetings approximately 2 every half term (held usually in the evenings, at 6.30pm for around 1.5 hours) – these are largely held remotely
- become well-informed about education in general and about their school by being linked with an area of the curriculum
- be able to visit the school during the school day on occasions, and attend school events (e.g. parents' evenings and open meetings) in their role as Governor (current restrictions allowing in the future)
- attend necessary training courses - a full day introduction will be provided via Hertfordshire County Council and typically there are around 2 x 2 hour courses each year – these are currently all being delivered remotely.

Individual Governors will usually be involved in some of the following activities, usually through working groups or committees:

- staff appointments & pay
- the financial management of the school
- development of school plan and holding the school to account on deliverables
- upkeep, and renewal of the school's buildings and facilities
- the development of the curriculum and special educational needs
- policy review
- pupil & staff discipline and head teacher performance management
- Communication within and outside the school community.

Being part of the governing body is a fulfilling and important role within our school community. Here is a note from our Vice Chair.

*'I have been a governor at Leavesden Green for over 9 years, when my oldest child joined in reception and with my youngest now in year 6. I started as a Parent governor and have moved to a co-opted governor, Vice Chair and Chair, I am now in my final year as a governor with Leavesden Green. I have found my time as a governor the most fulfilling, interesting and amazing experience. Leavesden is such a special school, a real caring community with a focus on our children's growth and mental strength. I have seen this grow over the years and am proud of our thriving school. The role of Governor is a challenging one, with all the different complexities that come with managing a school, but it is by far more rewarding. Being able to support our amazing leadership team and think through how we can grow as a school, well there is nothing quite like it', Laura Creed, Vice Chair of Governors*

If you would like to speak to a governor and find out more about what the role entails before you nominate yourself, please contact the school office and we can arrange a call.

With best wishes

*V Lyon*

Mrs Victoria Lyon  
Head Teacher, Leavesden Green JMI School

*S.Morris*

Stacy Morris  
Chair, Leavesden Green Governing Body