Two Counties Trust

20th January 2020

Dear Parent/Carer

Parent Governor Election

I am writing to you to invite you to stand for election as a Parent Governor, or nominate another parent to do so. In our school we have provision for 3 Parent Governors and there is currently one vacancy.

The governing body, with the Headteacher, has overall responsibility for the running of the school. Local Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction; to contribute to the work of the local governing body in ensuring high standards of achievement for all children and young people in the school by:
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome nominations from parents with the following skills:

An interest in the Core subjects of Mathematics, English, Science, Humanities and Modern Foreign Languages and/or a specialism in Child Protection and Safeguarding or Health and Safety in the workplace.

Training is available for all governors and this local governing body has an expectation that those new to being a governor attend free induction training, and complete online based learning via National Governance Association, through the local governing body's membership.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

The term of office for all governors on the local governing board is 4 years. If you would like to stand for election, please complete the enclosed nomination form and return it to the school reception office no later than Monday 3rd February 2020. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

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, and if you provide one, your personal statement.

Yours sincerely,

Mr Jonathan Crofts
Headteacher

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Model Governor Role Description

Role of a School Governor

To contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school by:

- Setting the school's vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

Chair: Mr Brian Parker
Vice chair: Mrs Gill Cort
Clerk: Mrs Kathryn Wiles

Activities

As part of the governing board team, a governor is expected to:

1. Contribute to the strategic discussions at governing board meetings which determine:
    - The vision and ethos of the school.
    - Clear and ambitious strategic priorities and targets for the school.
    - That all children, including those with special educational needs, have access to a broad and balanced curriculum.
    - Recommending the school's budget, including the expenditure of the pupil premium allocation.
    - The school's staffing structure.
    - Approval of school specific policies.

2. Operational Responsibilities of the LGB, as per The Two Counties Trust Governance Structure.
    - To annually accept the TTCT Terms of Reference and Standing Orders.
    - To be responsible to the Trustees for its actions and follow the expectations of governors as laid down by the Trustees.
    - To appoint (or remove) a Chair and Vice Chair annually.
    - To hold at least three LGB meetings per year.
    - To recruit new stakeholder governors as vacancies arise (parent, staff and co-opted governors).
    - To propose to the Trust Board recruits to appointed governor vacancies.

- To arrange induction and mentoring for newly appointed or elected governors.
- To aim to ensure that its governors promote and uphold high standards of conduct, probity and ethics.
- To organise and participate in appropriate training.
- To recommend to the Board of Trustees the suspension of a governor.
- To ensure that a register of Governors' Business Interests is maintained.
- To assign monitoring responsibility for each of the agreed areas.
- To receive monitoring reports from governors.
- To consider whether any action by the LGB is necessary in response to a governor report.
- To receive reports from the Headteacher as agreed (generally at each meeting).
- To receive KPI data reports.
- To review Academy policies in line with Policy Review Schedule and maintain a knowledge of Trust policies.
- To provide reports to The Trust on school performance.

3. Hold the senior leaders to account by monitoring the school's performance; this includes:
    - Agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan.
    - Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance.
    - Asking challenging questions of school leaders.
    - Ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits.
    - Ensuring senior leaders have developed the required school specific policies and procedures and the school is operating effectively according to those policies.
    - Acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority.
    - Listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers.

4. When required, serve on panels of governors to:
    - Appoint the Headteacher and other senior leaders.
    - Appraise the Headteacher.
    - Set the Headteacher's pay and agree the pay recommendations for ot
    - Hear the second stage of staff grievances and disciplinary matters.

- Hear appeals about pupil exclusions.

The role of a governor is largely a thinking and questioning role, not a doing role.

A governor does NOT:

- Write school policies.
- Undertake audits of any sort – whether financial or health and safety – even if the governor has the relevant professional experience.
- Spend much time with the pupils of the school – if you want to work directly with children, there are many other valuable voluntary roles within the school.
- Fundraise – the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks.
- Undertake classroom observations to make judgments on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources.
- Do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board needs to consider and rectify this.

As you become more experienced as a governor, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (e.g. as a chair of a committee). This role description does not cover the additional roles taken on by the chair, vice chair and chairs of committees.

In order to perform this role well, a governor is expected to:

- Get to know the school, including visiting the school occasionally during school hours and gaining a good understanding of the school's strengths and weaknesses.
- Attend induction training and regular relevant training and development events.
- Attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting.
- Act in the best interests of all the pupils of the school.
- Behave in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence.

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Nomination Form

Election of Parent Governors

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address: _____

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

_____

Personal Statement (maximum 250 words)

Signature: .....

Date: .....

Completed nomination forms must be returned to the school by Monday 3rd February 2020

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Qualifications and Disqualifications to serve as a Parent Governor

A governor must be aged 18 or over at the time of their election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from election or appointment as a parent governor if they:

- Are employed at the school for more than 500 hours in any 12 consecutive months;

A person is disqualified from holding or continuing to hold office as a governor or associate member if they:

- Are a registered pupil at the school;
- Have failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
- Has had their estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- Is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- Is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
  - 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 an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or
- Has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned 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 (under section 1 of the Protection of Children Act 1999);

- Is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- Is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- Is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- Is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- Is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- Is disqualified from registration under Part 3 of the Childcare Act 2006;
- Has been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- Has been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- Has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- Has been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- Has refused a request by the Clerk to the Governing Body to make an application for a disclosure and barring services check.

The Two Counties Trust

The Two Counties Trust is a family of academies with a shared ethos, common values and collective goals. We aim to transform the lives of children and young people and to release their potential through excellent education and the opportunity to acquire new skills. All schools within our Trust are united in their vision to rapidly improve the learning experience of their students and raise the aspirations of the local communities which they serve

Our vision is to raise the educational standards and better the life chances of students within our communities through working in partnership to challenge and support all schools to continually improve.

We will achieve our vision through:

- Fostering a culture of high expectations and raising aspirations of all learners
- Inspiring, challenging, engaging and supporting all our learners to reach their potential and achieve excellent outcomes
- Striving for excellence in all aspects of teaching and learning
- Providing every learner with the skills, knowledge and qualifications to enable them to access the next stage of their education and career
- Developing, in our learners, the resilience and flexibility to be able to adapt to the changing world they will meet
- Promoting learning in its broadest sense, across and beyond the taught curriculum
- Developing a curriculum that meets the individual needs and aspirations of all learners through a collaborative approach to curriculum planning and shared resources, especially vocational provision
- Sharing our local knowledge and expertise in order to improve attendance for vulnerable groups, reduce exclusions and ensure all learners have access to high quality education at all times

Collectively as a Trust we aim to:

- provide a high-quality educational experience for each child in our care;
- ensure every teacher strives to be an excellent practitioner;
- recognise the importance of educating the whole child;
- strive to be the best in everything that we do;
- equip every child with the skills, knowledge and attitudes to succeed in the 21st century;
- recognise and embrace innovation.

We believe in traditional values; that every child matters and can succeed.

Our Core Values

Our core values shape our approach when working with each other, parents, carers, students, agencies and the communities we serve. These values are reflected in our day-to-day work:

Respect for individuals
We work together to create a culture based on trust, respect and dignity.

Integrity
We are open, honest and direct in our dealings.

Collaboration
We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.

Continual improvement
We are a learning organisation that strives always to 'make our best better'.

Accountability
We hold ourselves accountable and take ownership.

The schools within The Two Counties Trust are:

Ashfield School, Frederick Gent School, Friesland School, Heritage High School, Manor Academy, Selston High School, Swanwick Hall School and Wilsthorpe School (November 2018)