



Pool Hayes  
Academy

# **Recruitment Pack: Parent Governor**

## Introduction

This pack contains background information regarding the Local Governing Board, and the role of a parent governor. If you have further questions, our Chair of Governors, Jess Shulman, would be happy to meet with you to discuss your application.

Pool Hayes Academy is part of Academy Transformation Trust.

## What we are looking for

Pool Hayes Academy is seeking to appoint a parent governor to the Local Governing Board.

The average time commitment is 5-8 hours per month, although this can vary depending upon the needs of the school and the role. This includes meetings, background reading and school visits.

Most of our meetings are held in the early evening. Like magistrates or members of a jury, school governors have a right to reasonable time off of work for their public duties, although this may be unpaid. Your company's HR department will be able to tell you about its policy. Many employers support their staff volunteering as governors or trustees, but if your employer is reluctant, it is probably because they haven't understood the role or its benefits. They may think it will take a lot of time, require numerous daytime meetings, or distract you from your work. None of these is true for the vast majority of governors.

There are many benefits for you, your employer and the community. You will gain professional experience that will help you at work and in your whole career. Your employer will benefit from you further developing your skills, such as strategic planning, teamwork, influencing, communication, financial management, and more. They will, at the same time, be supporting their local community.

Your appointment as a governor will be subject to an Enhanced DBS (Disclosure & Barring Service) check. We take safeguarding very seriously and have robust procedures to address safeguarding issues. If we receive a complaint or concern about any volunteer's or individual's conduct, we will follow the Trust's set procedures.

## The Individual

We are looking for people who:

- Are sympathetic and excited to contribute to realising and evolving the Trust's vision and strategy for the Academy.
- Value the transformational power of education.
- Are willing to commit time and energy – not just to preparing for and attending meetings, but to inspiring, challenging and supporting the senior leadership team, attending some events,

and acting as an ambassador for the Academy in contributing to our future development and sustainability.

- Are innovative and creative thinkers able to stimulate and contribute to well-rounded and carefully considered strategic decision-making.
- Have the highest aspirations for the schools and strive for excellence at all times.
- Are dedicated, committed and self-motivated.
- Understand that as a Parent Governor, you are not a representative of the parents, but a representative parent. That is, you are not there to gather parent and carers' views, but you bring the parental perspective to the board.
- Have a commitment to promoting equality, diversity and inclusion; supporting Pool Hayes Academy to embrace and engender cultural diversity in all that it does.

## **Induction & Continuous Professional Development**

The Trust, Local Governing Board and Principal believe that it is essential that all new governors receive a comprehensive induction covering a broad range of issues and topics. It is our belief that just as we challenge the students and staff to continually improve, we must also challenge ourselves. We have an in-house Governor Development Pathway, which is a structured programme taking you from induction through to being an expert governor over your term of office. As a new governor, you will complete at least 10 hours of CPD to understand the role within the first few months. Further training and mentoring will be matched to your link role and all governors must complete a minimum of 6 hours of training or CPD per year.

All new governors will be allocated a mentor. Additionally, the Chair of Governors conducts 1-2-1 reviews at the start of your term of office, as well as annually with all governors. This is an opportunity for you to identify any areas of development to align with your interests and/or link role. Our aim is for new governors to feel included and well supported from the moment you join the board. We will nurture and develop talent, enabling you to fulfil your role with confidence.

## **Governor role description**

### **Governors work together Trustees to carry out their core functions:**

- 1.ensuring there is clarity of vision, ethos and strategic direction
- 2.holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- 3.overseeing the financial performance of the organisation and making sure its money is well spent

Governors must also ensure that the Local Governing Board complies with all legal and statutory requirements. Governors should seek the advice of the clerk to the local governing board and other professional advice as appropriate.

## **Governing board strategic responsibilities**

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the Governing Board is purely strategic. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life

## **Monitoring and evaluating school performance**

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the board (this is done in a link governor capacity)
- ensuring that there are policies and procedures in place to deal with complaints effectively

## **Panels and committees**

When required, governors are expected to serve on panels or committees in order to:

- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

## **Contribution to the Local Governing Board**

Governors should ensure that they are making a positive and meaningful contribution to the governing board by:

- attending meetings (a minimum of 3 full governing board meetings plus school committee meetings as required), reading papers and preparing questions for senior leaders in advance

- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- getting to know the schools, including visiting the schools occasionally during school hours
- undertaking induction training
- Taking part in 1-2-1 reviews with the Chair of Governors on an annual basis
- developing knowledge and skills on an ongoing basis. Each governor is expected to undertake at least 6 hours of CPD per academic year, more in your first year. Your training needs will be discussed with the Chair of Governors and/or your mentor. Training is mainly online modules, which can be taken at your own pace.

## Parent Governor Role

As a parent governor, your role is to bring a **parental perspective** to the issues discussed – you're not there to speak 'on behalf' of the parent body. Parent governors are no different from other governors. It's a fine line to tread, but remember that you're not there to speak on behalf of parents. Use your perspective as a parent to help the board understand a parent's viewpoint. This will help the board make good decisions and maintain a link between governance and the parent community. If you are unsure whether you can raise something, seek advice from the Clerk or from the Chair of Governors first.

Parent governors are a core part of Pool Hayes Academy's Local Governing Board. The role is voluntary, and will appeal to parents who want to make a positive impact on their child's education and school life. The outcome is indirect, since the governor role has little interaction with the pupils or with daily school life, but is much more "behind the scenes". As well as parent governors, a school's Local Governing Board consists of:

- Staff governors
- Community governors
- Associate members

Objectivity is essential to the role. Parent governors must promote the best interests of all children at the school, and have a duty to maintain good relations with other parents. Parent governors should not use committee meetings to raise issues affecting their own child at the expense of others. They can, or may be asked to withdraw from meetings where they are concerned that they could not be impartial, or would stand to gain by the outcome of a resolution.

It is not possible to stand as a parent governor if you are employed by the school for more than 500 hours per year.

The important questions to governance are "why" and "what". We look at impact and the standards achieved. Understanding both why a decision was made and the impact it has had on learning affects the decision making process. Governors work as a team. Always be supportive of the collective decision. You must not express personal dissatisfaction at decisions to the wider school community.

## Appointment Process

Parent Governors are appointed through election by the parent body.

**Please complete the nomination form found on the school websites, or by collecting a paper copy from the school reception. If more than two nominations are received, there will be a ballot held to elect two governors.**

At Pool Hayes Academy, we believe that it is important to have the right people around the table. If you would like further information on whether this role is right for you, we invite you to meet with the Chair of Governors, who is responsible for the capability of the whole board to ask any questions you may have.

You may want to consider:

- Why are you looking to be a governor?
- School governance is a collective responsibility – What experience, knowledge or skills would you bring to the role?
- What do you understand the role of a governor to be? This role is purely strategic, day to day running of the schools is operational and delegated to the Principal.
- If you felt uncomfortable with a decision that has been made by the local governing board or Trust, how would you raise and discuss the matter?
- Will you be happy to abide by the Nolan principles of public life and code of conduct this governing board operates under?
- Can you commit to attending the meetings and ongoing training?
- Prior to appointment you will need to submit documents for an enhanced DBS check.

We look forward to working with you.

Jessica Shulman

Chair of Governors