

Requirements to serve as a governor

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

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

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors 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, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- 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 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 received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted 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;

1. is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
 - has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
 - has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months.

A Guide for Prospective Co-Opted Governors at Western Road Community Primary School

The question most people ask first of all is whether they need to have specific skills or experience to apply. The simple answer is no - we welcome governors to the Board with commercial backgrounds, but the ability to contribute your time, enthusiasm and dedication to the school is just as important.

Before you apply, we recommend that you read through this document which we hope will explain the role and its responsibilities to you. You may also find it useful to have an informal chat with the Chair of Governors or Headteacher where you can discuss these and any other points you may have - if you wish to do so, please contact the school office who will arrange for the Chair to get in touch.

The General Role of the Governing Board:

The main aims of the Governing Board are to:

- take a strategic view;
- act as a critical friend;
- monitor and evaluate progress;
- support the Headteacher and the staff; and
- ensure accountability.

The Composition of the Governing Board:

The Board is composed of governors representing various stakeholders within the school community. These stakeholders include:

- Parents
- Staff
- The Local Authority
- Co-Opted - members of our local community

The Governing Board works in a democratic way but is managed by an elected Chair and Vice Chair.

Time Commitments:

There is a Full Governing Board Meeting (FGB) six times a year and are normally evening meetings. Some committees meet less frequently, these can be during the school day or in the evening depending on the availability of Governors.

Governors are expected to attend FGB meetings and to join and attend committees where appropriate. They also take on an area of the curriculum or other aspect of school and work with the relevant staff co-ordinator in a Link Governor capacity. Governors are invited to spend time in school and meet with staff. Other involvement within the school is also possible (i.e. helping in classes, attending events, interviewing new staff, working on policies and managing ad hoc projects).

The Role and Responsibilities of the Co-Opted Governor:

If the number of parents who wish to stand as governor exceeds the number of positions available, the Full Governing Board will elect the most suitable candidate.

School Governors are one of the largest volunteer forces in the UK. They provide schools with strategic leadership and accountability for educational and financial performance.

Responsibilities include some but not necessarily all of the following:

- Develop the school's vision and strategy
- Set a culture of high educational standards, which promotes staff and pupil wellbeing
- Set the school's strategic aims and objectives
- Ensure the school follows the National Curriculum, and that all pupils, including those with special educational needs and disabilities (SEND), can access the curriculum
- Monitor provision for pupils with SEND
- Monitor the school's educational performance, using a range of data sources
- Make sure stakeholders (parents, pupils, staff, the local community) are informed and consulted as appropriate
- Approve the school budget
- Monitor and evaluate the school's financial performance
- Approve and review school policies, and hold staff to account for their implementation
- Make sure the school is compliant with legal requirements, including that all statutory policies and documents are in place
- Carry out the appointment and performance management of the headteacher
- Be a source of challenge and support to the headteacher
- Monitor and evaluate the school's staffing structure
- Monitor health and safety in the school

Training:

It can take a while to settle into the role - there is a lot to learn! But, remember, the majority of governors have no experience when they first take on the job and you will pick up what you need to know very quickly. You will be invited to meet with the Headteacher and Chair soon after your appointment for an Induction briefing and there are various free training courses you'll be able to take (including a useful Induction Course) that run during the day, in the evening or at weekends. We will discuss specific external training needs when new governors join; the Chair/Vice Chair are also available to help on a more informal basis as necessary.