

NORHAM HIGH SCHOOL INFORMATION FOR PROSPECTIVE PARENT GOVERNORS

What is the role of a Governor?

To contribute to the work of the Governing body in ensuring high standards of achievement for all pupils in the school. This is done by:

- setting the school's vision, ethos and strategic direction;
- holding the Executive 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.

Governor activities

As part of the Governing body a Governor should:

- Attend and participate in Governing body and Committee meetings.
- When required, serve on Panels of Governors to:
 - appoint the Headteacher and other senior leaders;
 - appraise the Headteacher;
 - hear the second stage of staff grievances and disciplinary matters;
 - hear appeals.
- Be encouraged to attend induction training and other relevant training as appropriate.
- Be encouraged to get to know the school, including by visiting occasionally during school hours and gain a good understanding of the school's strengths and weaknesses.
- Work within the agreed Code of Conduct.
- Work as a member of a team.
- Respect all Governing body decisions and support them in public.
- Maintain confidentiality as required.
- Speak, act and vote in the best interests of the school.

The skills and expertise the Governing body is looking for

Parent Governors are elected by parents of registered pupils at the school. Parents are asked to put their own names forward to be a Parent Governor or support the nomination of someone else. If there are two or more nominations for each position an election by secret ballot is held, when all the parents of pupils at the school have the opportunity to vote.

Whilst there are no statutory skills prospective Parent Governors should have we particularly welcome nominations from parents with:

- An interest or background in education
- Premises and Facilities management
- Financial planning/management and or procurement/purchasing
- Appropriate availability
- Good communication/interpersonal skills
- An ability to work as part of a team
- An undertaking to participate in Governor training
- A desire to support the school

Pre-appointment checks

You should be aware that confirmation of appointment as a Governor is subject to satisfactory pre appointment checks including a DBS check. If you require further information regarding this please contact the Clerk to the Governing body on Tel: 07830 203554.

How does the Governing body carry out its work?

Even though Governors have overall responsibility for the school they cannot possibly be expected to carry out all this themselves. It continues to be the job of the Executive Headteacher and the staff to carry out the day to day running of the school. The Governing body sets the policies it wants the school to follow and checks that this is done. There are a number of Committees on which both Governors and staff serve and where the work of both groups can be brought together. Governors may choose which committees to join.

What is the time commitment?

- Parent Governors are elected for a period of four years. If their child leaves the school during that time they are still able to serve out their term of office.
- There are six Governing body meetings held each year, two each term. The meetings start at 5.15pm and usually last for around 2.5 hours.
- Governors are also expected to sit on one of four Committees and these are held twice a term. The meetings will start at 5.15pm and will usually last around 1.5 hours.
- You will be expected to have read all of the papers before each meeting.
- There may be periods when the time commitment increases, for example when recruiting a Headteacher.