

# All Saints' Parent Governor Information Leaflet



## 1. Role of the Local Governing Body

The Local Governing Body is the strategic leader of the school and has a vital role to play in making sure every child receives the best possible education. Governing bodies should have a strong focus on three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding school leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff
3. Overseeing the financial performance of the school and making sure its money is well spent

Key activities of the Local Governing Body:

- to understand the school – pupil attainment and progress; pupil behaviour, attendance and safety and teaching quality and staff development
- to set the school's strategic direction – the vision, ethos and values; set priorities for school improvement and consider governance structure
- to commission action – agree improvement targets and strategies; agree allocation of resources and agree how to monitor and review progress
- to ensure the Governing Body is fit for purpose – clarify role and purpose; review constitution and ways of working and ensure members have the necessary skills
- to appoint and review the performance of the head teacher, including making decisions about pay
- to oversee the management of budgets and deciding how money is spent
- to engaging with pupils, staff, parents and the school community
- to sit on panels and collectively making decisions about things like pupil exclusions and staff disciplinary
- to address a range of education issues within the school including disadvantaged pupils, pupils with special needs, staff workload and teacher recruitment
- to adopt the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## 2. Categories of School Governors

All Saints' School Local Governing Body consists of:

- 2 Parent Governors
- 1 Staff Governor
- the Head Teacher
- 5 Foundation Governors (appointed by the St. Edmundsbury and Ipswich Diocesan Multi Academy Trust)
- up to 3 Co-opted governors

NB: Where possible, at least one of the Foundation Governors will be a parent of a registered pupil at the school.

At All Saints' the term of office for governors is four years (except for Co-opted governors who may have a one year, renewable, term).

## 3. Parent Governors

Parent Governors are elected by other parents at the school. Any parent, or carer, of a registered pupil at the school at the time of election is eligible to stand for election as a parent governor. Parent governors may continue to hold office until the end of their term of office even if their child leaves the school.

A parent governor should meet the relevant statutory eligibility criteria for school governors as set out in the Regulations and agree to DBS checks as required and you will have:

- an interest in all the children's futures
- a desire to make a difference
- a willingness to accept responsibility
- an ability to work in a team, ask questions, listen and learn

As a parent governor you hold the unique position of having a parental viewpoint. Through the children you will have first-hand experience of the curriculum and how the school is perceived from the consumers' point of view. You will be able to bring this perspective to the strategic management of the school.

As an effective Parent Governor you:

- help to decide the priorities for improving the school
- make yourself available to parents and listen to other parents' opinions, taking account of them as you contribute to governors' decisions
- work in partnership with the Head Teacher, senior leadership team and cooperatively with other governors to raise standards and improve outcomes for all children
- prepare for meetings by reading papers beforehand
- take responsibility for your own learning and development as a governor including attending training
- attend full Governing Body and relevant committee meetings promptly, regularly, and for the full time (sending in apologies if unable to attend)
- read briefings and newsletters for governors; present a balanced view of issues representing different sections of the community
- promote the interests of the school in the wider community
- be loyal to the decisions made by the governing body
- respect the confidentiality of Governing Body affairs
- never promise to 'solve a problem' on your own
- never press your own child's case at the expense of others
- declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial
- have regard to the broader responsibilities as a governor of a public institution in regard to promoting accountability for the actions and performance of the Governing Body

#### **4. Time commitment**

Governors are expected to attend all full Local Governing Body (LGB) meetings and committee meetings as appropriate:

- our full LGB meets twice per term; the meetings are generally held at 4 pm and last for approximately 2.5 hours. The second Autumn meeting and both the Spring meetings are virtual.
- some committees of the Governing Body meet once per term, others only when necessary.

In addition to meetings, you will also be expected to visit the school in action. Although you will have a good knowledge of the school through your child's experience, formal visits as a governor are an essential part of your role, particularly in relation to monitoring and evaluating.

Induction training: all governors are expected to undertake induction training within the first 6 months of their appointment, as a minimum requirement. There is comprehensive, high quality training and development programme aimed at supporting improvements in leadership, management and governance; all training is free of charge to the individual governor. Whole Governing Body training take place at the school and there may be other governor training elsewhere, provided by Suffolk Schools Choice Governor services; however most training is via a comprehensive range of online course.

The time commitment for being a Governor is not too onerous. As a guide, including reading papers before 2 LGB meetings, attending the LGB meetings, attending training, a committee meeting and making a school visit will take about 16 hours a term, although obviously you can do more if you'd like to!

Please note: a governor is disqualified from holding office if they fail to attend Governing Body meetings without the consent of the Governing Body for a continuous period of six months, beginning with the date of the first meeting missed.

#### **5. Expenses**

School governors provide a voluntary service, and cannot be paid for their role as a governor, but they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or childcare costs incurred as a result of fulfilling their role as governor – but this does not include payments to cover loss of earnings for attending meetings.