



CARSHALTON BOYS SPORTS COLLEGE

Dear Parent

ELECTION OF PARENT GOVERNORS

Three vacancies will shortly arise on our governing body for parent governors and we are seeking nominations from parents to fill these seats. The term of office for parent governors is four years. We particularly welcome nominations from parents with previous governing body experience, knowledge of education and those working in a corporate background.

Being a governor is an interesting and rewarding role. The governing body itself is made up from various groups including parents and staff and is responsible for a wide range of important matters, which directly affect the education and the well-being of the pupils. Governors meet at least once a term for a full governing body meeting. The governing body is further divided into committees and some matters will be delegated to these committees. These committees also meet regularly and in turn will report back to the next full governing body meeting.

Governors build productive and supportive relationships with the Principal and the Senior Management Team while holding them to account for school performance. Governors work strategically by developing the vision, ethos and strategic direction of the school, and ensuring sound, proper and effective use of the school's financial resources. Governors are not responsible for the internal organisation, management and control of the school and the educational performance of the school as this is the Principals responsibility.

It is important that parents are represented on the governing body. Training is available for all governors and those new to being a governor are encouraged to attend induction training. Please do consider nominating yourself by completing the nomination form overleaf providing a brief statement. If a ballot is needed, the details you have given will be sent to all parents as an election address. The closing date for the nominations is **Tuesday, 7th November 2017 by 10am** and nomination forms should be returned to Ms Jo Long, Clerk to the Governing Body (jlong@carshaltonboys.org) at the school by that date.

The enclosed sheet summarises the qualifications to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason.

If you would like any further information about this, or have any other questions before you make your decision, please ring the school where you can speak to Jo Long, Clerk to the Governing Body.

Yours faithfully

Simon Barber
Principal



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PARENT GOVERNOR NOMINATION PAPER

I wish to nominate myself as a parent governor on the Governing Body of **Carshalton Boys Sports College**

Name:

Address:

Telephone:

Email:

Please include an outline of your skills and experience, interests and how you plan to contribute to the future work of the governing body. This information will be distributed to all parents for information in the event of a ballot.

I wish to submit my nomination for the election of Parent/Staff Governor

I confirm (i) that I am willing to stand as a candidate for election as a parent/staff governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations detailed below.

Signature

(Date)

Completed nomination forms must be returned to Jo Long, Clerk to Governing Body (jlong@carshaltonboys.org) by Tuesday 7th November 2017, 10am



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ELIGIBILITY TO BE A SCHOOL GOVERNOR

The School Governance (Constitution) (England) Regulations 2012

A person is disqualified from holding or continuing to hold office if that person:

- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or 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 or young people
- has been removed from office as an elected governor within the last five years
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for childminding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment /election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years before ending with the date preceding the date of appointment /election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school premises during the five years ending with the date immediately preceding appointment/ election or since appointment or election as a governor



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- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

Anyone proposed or serving as a governor, who is disqualified for one of these reasons, must notify the clerk of the governing body.



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WHAT DOES A GOVERNOR DO?

Role of a school governor: To contribute to the work of the governing body 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 Principal 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.

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

1. Contribute to the strategic discussions at governing body 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;
 - the school's budget, including the expenditure of the pupil premium allocation;
 - the school's staffing structure and key staffing policies;
 - the principles to be used by school leaders to set other school policies.
2. 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 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 body on the progress on the relevant school priority; and
 - listening to and reporting to the school's stakeholders : pupils, parents, staff, and the wider community, including local employers.
3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises, and that the way in which those resources are used has impact.
4. When required, serve on panels of governors to:
 - appoint the Principal and other senior leaders;



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- appraise the Principal;
- set the Principal's pay and agree the pay recommendations for other staff;
- hear the second stage of staff grievances and disciplinary matters;
- hear appeals about pupil exclusions.

The role of 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 & 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 voluntary valuable roles within the school;
- Fundraise – this is the role of the PTA – the governing body should consider income streams and the potential for income generation, but not carry out fundraising tasks;
- Undertake classroom observations to make judgements on the quality of teaching – the governing body 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 body need 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 document 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 by visiting the school occasionally during school hours, and gain a good
- understanding of the school's strengths and weaknesses;
- attend induction training and regular relevant training and development events;
- attend meetings (full governing body meetings and committee meetings) and read all the papers before the meeting;
- act in the best interest of all the pupils of the school; and
- behave in a professional manner, as set down in the governing body's code of conduct, including acting in strict confidence.

Time commitment: Under usual circumstances, you should expect to spend between 10 and 20 days a year on your governing responsibilities; the top end of this commitment, which equates to about half a day per week in term time, is most relevant to the chair and others with key roles, such as chairs of committees. Initially, we would expect your commitment to be nearer 10 days a year. However, there may be periods when the time commitment may increase, for example when recruiting a Principal. Some longstanding governors may tell you that they spend far more time than this on school business; however, it is fairly common for governors to undertake additional volunteering roles over and above governance.

Under Section 50 of the Employment Rights Act 1996, if you are employed, then you are entitled to 'reasonable time off' to undertake public duties; this includes school governance. 'Reasonable time



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off' is not defined in law, and you will need to negotiate with your employer how much time you will be allowed.

Expenses: Governors may receive out of pocket expenses incurred as a result of fulfilling their role as governor, and NGA recommends that a governing body should have such an expenses policy. Payments can cover incidental expenses, such as travel and childcare, but not loss of earnings.