

Tuesday 4<sup>th</sup> October 2016

Dear Parent/Carer

## **ELECTION OF PARENT GOVERNOR**

I am writing to inform you that we currently have a vacancy for a parent governor on the Greenshaw High School Governing Body.

There is provision for 2 parent governors on the governing body, to work alongside other governors representing school staff and governors appointed by the Greenshaw Learning Trust and by the governing body itself. There is currently a total of 10 governors.

The role of the school governor is both rewarding to the individual and invaluable to the school. You will need to be supportive of the values of the school and be able to give time and effort to further its ongoing development; support and training is provided.

No specific experience is required; however, the governing body would particularly welcome nominations from parents with financial skills, specifically the setting and monitoring of budgets, and/or experience of the education sector.

As a governor you will be expected to attend meetings and take an active part in them, help the governing body make informed decisions, and get involved with the school and its pupils. The governing body normally meets 4 times a year, in the evening. You will also be asked to take part in a committee of the governing body which will meet at least once per term and to take on particular tasks in relation to the work of the governing body and the school.

There are also rules on a person's eligibility to be a governor, e.g. relating to bankruptcy and criminal convictions, and requirements on disclosure of interests and involvement in other bodies that could impact on the work of the Trust or the school.

For further information on the role of and requirements on a school governor, please see the attached 'Guide to being a school governor' and 'Requirements for being a school governor'.

Parents wishing to stand for election are asked to complete the application form enclosed or download it from the school website at [www.greenshaw.co.uk](http://www.greenshaw.co.uk). Application forms must be returned to the school by the closing date of **Wednesday 19<sup>th</sup> October at 9.00 a.m.**

If more than one application is received, a ballot will be held in which all parents and carers may vote; in these circumstances the applicants' personal statements will be made available to all parents/carers to inform their vote.

Should you require further information, please don't hesitate to contact me on the email address below.

Yours sincerely

**Maria Foster**  
**Clerk to the Governing Body**  
[m.foster@greenshaw.co.uk](mailto:m.foster@greenshaw.co.uk)

Enclosures:  
Application form  
Guide to being a school governor  
Requirements for being a school governor  
Code of conduct

Headteacher: Nick House MA Deputy Headteacher: Lynda Wallace BA

# School Governor application form

Please enter in **BLOCK LETTERS**:

Title & full name: \_\_\_\_\_ (1)

Home address: \_\_\_\_\_ (2)

Postcode: \_\_\_\_\_ (2)

Direct email: \_\_\_\_\_ (2)

Home phone number: \_\_\_\_\_ (2)

Mobile phone number: \_\_\_\_\_

Work / other phone number: \_\_\_\_\_

(Please tick preferred contact)

Previous title & full name: \_\_\_\_\_ (2)

Nationality: \_\_\_\_\_ (2)

Country of birth: \_\_\_\_\_ (2) Date of birth: \_\_\_\_\_ (2)

School(s) (if identified/preference): \_\_\_\_\_

Please delete as applicable:

- I am / am not an employee of the Trust (including an employee of any school in the Trust) \*
- I am / am not a parent of a pupil at a school in the Trust \*  
(\* including any school that is about to join or is considering joining the Trust)
- I am / am not a Local Authority influenced person.

Please tick if you have a current DBS Certificate

I confirm that:

- I have read the 'requirements for being a school governor'.
- I am eligible and not disqualified from holding office as a school governor.
- I am over 18 and not a current student of any school in the Trust.
- I agree to abide by the Trust Code of Conduct and Declarations of Interests Policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

The above information will remain confidential to Trust staff and Trustees as required for internal purposes to enable the role of governor to be carried out, except as indicated:

<sup>(1)</sup> will be made available to the public. <sup>(2)</sup> will be provided to the DfE.

## School Governor Personal Statement / CV

Please use the space below to describe your knowledge, experience and skills that you think are relevant to being a governor of a school in the Greenshaw Learning Trust and/or the specific school you are interested in, and explain how you would be able to contribute to the work of the governing body.

Please include evidence of how you would bring to the governing body the particular skills / experience it is seeking, namely financial, specifically the setting and monitoring of budgets, and/or experience of the education sector.

Maximum 250 words. This information may be shared with the Trustees and the relevant governing body to help determine your suitability as a governor. In the event of there being a ballot, it will also be shared with parents and carers.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_

## Guide to being a school governor

Greenshaw High School is an academy in the Greenshaw Learning Trust. The Trust is governed by the Board of Trustees, who are responsible for the operation and performance of all schools in the Trust. The Trustees have delegated the management of the school to the governing body and headteacher and senior leadership team.

The governing body is responsible for the strategic leadership of the school, for the school's financial and academic performance, and for holding the headteacher to account and reports to the Board of Trustees.

Governors act collectively with other governors in the governing body and take equal responsibility for the decisions it takes. They exercise their powers in a primarily strategic leadership role, and should not get involved in the day-to-day running of the school. They must put the interests of the whole school first, regardless of the route by which they became a governor.

The Department for Education (DfE) identifies three core strategic functions for the governing body:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

The governing body is responsible for ensuring that high standards of corporate governance are maintained. Governors should act at all times with honesty and integrity, in accordance with the Nolan principles of public life and the school and Trust Code of Conduct. They must respect confidentiality and recognise potential conflicts of interest and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

Governors must act in accordance with, and ensure that the school is managed in accordance with, the Memorandum and Articles of Association and the Funding Agreement of the Greenshaw Learning Trust, the governing body's Procedures and any other rules and policies determined by the Board of Trustees, and with all relevant legislation and regulations.

All governors are under a duty to act in the interests of the school, to protect the assets, property and good name of the school and the Trust, and to ensure that their resources are used solely for the achievement or promotion of the Object of the Greenshaw Learning Trust; that is 'to advance education for the public benefit, by establishing, maintaining, carrying on, managing and developing schools offering a broad and balanced curriculum'.

All governors except the headteacher serve for a term of office of four years, but can be reappointed. A governor may resign before their term of office ends.

Governors do not need to have any specific qualifications, and support and training is provided.

Governors are not paid, but the governing body may, under specific circumstances, reimburse actual expenses incurred.

(References to 'governor' also apply to non-governor members of committees of the governing body.)

## Requirements for being a school governor

To be a school governor a person must be over 18 and cannot be a current student of any school in the Greenshaw Learning Trust.

Any candidate to become a school governor must state if they are an employee of the Trust or a parent of a pupil at any school in the Trust, or of any school that is about to join or is considering joining the Trust, or a 'local authority influenced person' (see below) – neither of which necessarily prevent the person becoming a governor.

Before their appointment can be confirmed a governor must provide certain information we are required by the DfE to hold, undergo a criminal records check through the Disclosure and Barring Service, register any relevant business and personal interests (certain relevant interests are required to be made available to the public), and agree to abide by the Trust's Code of Conduct. Governors may also be required to take part in a 'skills audit' and undertake specific training.

Further details may be obtained from the Clerk to the Governing Body.

You are a 'local authority influenced person' if any of the following apply:

- You are, or have been in the last 4 years, an elected member of any local authority;
- You are an officer or employee of any local authority; or
- You are both an employee and either a director, manager, secretary or other similar officer of a company which is under the control of any authority.

## Disqualifications to serve as a school governor

A governor may be removed from office if he/she is absent without the permission of the governing body from all the meetings of the governing body held within a period of six months and the governing body resolves that his/her office be vacated.

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

- becomes incapable by reason of illness or injury of managing or administering his/her own affairs.
- has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced.
- is the subject of a bankruptcy restrictions order or an interim order.
- is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- is disqualified from acting as a trustee by virtue of any provision in the Companies Act 2006 or of section 178 of the Charities Act 2011 or is otherwise found to be unsuitable by the Secretary of State under the provisions of the Relevant Funding Agreements.
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he/she by his/her conduct contributed to or facilitated.
- has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.
- has not provided to the chairman of the Trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997, or if the certificate discloses any information which would in the opinion of either the chairman or the Chief Executive Officer of the Trust confirm their unsuitability to work with children.

## Greenshaw High School

Please enter in BLOCK LETTERS the name and address

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

I confirm that:

- I have read the 'Guide to being a school governor'.
- I am eligible and not disqualified from holding office as a school governor.
- I am over 18 and not a current student of any school in the Trust.
- I agree to abide by the Trust Code of Conduct.

Please tick if you are:

- An employee of the Trust including an employee of the school at the point it joins the Trust
- A parent of a pupil at any school in the Trust, including Tweeddale Primary School at the point it joins the Trust
- A Local Authority influenced person.

Please tick if you have a current DBS Certificate

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Greenshaw Learning Trust Code of Conduct

*Approved by the Board of Trustees, September 2016.*

Members of the Trust, Trustees, non-Trustee members of Trust committees and panels, local governors and non-governor members of local governing body committees, working parties and panels must abide by the Nolan Committee's seven principles of public life and act in accordance with this code of conduct and the procedures and policies of the local governing body and Greenshaw Learning Trust, whenever they act, claim to act, or give the impression that they are acting in that capacity, or represent, claim to represent, or give the impression that they are representing the governing body.

'Governor' means any Member of the Trust, Trustee, non-Trustee member of a Trust committee or panel, local governor or non-governor member of a local governing body committee or panel. 'Governing body' means the local governing body, in relation to local governors and non-governor members of local governing body committees and panels; OR the Board of Trustees, in relation to Members of the Trust, Trustees or non-Trustee members of a committee or panel of the Trustees. 'Trust' means the Greenshaw Learning Trust; and 'headteacher' means the headteacher or principal of the school or executive headteacher of the Trust, as appropriate.

We will conduct ourselves in the following way.

## General Principles

- We will respect, maintain and promote the ethos of the school and the Trust, and the principles of this Code, by leadership and by example.
- We understand and accept the Nolan seven principles of public life: see appendix.
- We will abide by the Articles of Association of the Greenshaw Learning Trust and the procedures, policies and rules adopted by the school and the Trust.
- We understand the role of the governing body and the senior staff within the organisation.
- We will strive to ensure that all our decisions are focused upon what is in the best interests of the pupils and the school.
- We believe that all governors have equal status and a common purpose.
- We accept collective responsibility for all decisions made by the governing body or its delegated agents and will not speak against majority decisions outside the meeting.
- We have a duty to act fairly and without prejudice, and to demonstrate a commitment to equality of opportunity in principle, policy and practice.
- We will encourage open government and will act accordingly.
- We will consider carefully how our decisions may affect other schools in the Trust and in our community, parents, children and the wider community.
- We will ensure that our behaviour and conduct, both personally and within our communities, will not bring the school, governing body or Trust into disrepute.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body and/or the Trust.

## Role of Governors

- We will not act individually or speak on behalf of the governing body, except where the governing body has given us specific authority to do so.
- We will observe collective responsibility by supporting the corporate decisions of the governing body and not speaking against majority decisions outside the governing body meeting.
- We recognise the need for governors who have been so authorised by the governing body to act on behalf of the governing body in urgent situations.
- In carrying out any role as a member of the governing body we will take account of the views of other governors and answer their queries, and report back to the governing body in relation to delegated functions.
- We recognise and respect the headteacher's responsibility for the implementation of policy, day-to-day management of the school and the implementation of the curriculum.
- We will abide by and actively encourage all policies and practices that safeguard and promote the welfare of children and young people.

**Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will involve ourselves actively in the work of the governing body, attend regularly, and accept our fair share of responsibilities, including service on committees and working groups.
- We will get to know the school and take opportunities to involve ourselves in the life of the school.
- When we visit the school on governing body business we will comply with any governor's visit policy and protocols the governing body and/or Trust has adopted.
- We will, where appropriate, seek and consider information, advice and guidance to inform our decision-making.
- We will seek to develop and maintain our skills and knowledge, and will participate in appropriate skills audits, training and development activities.

**Relationships**

- We will strive to work cooperatively as a team.
- We will act in a way that is fair and unbiased, and will treat everyone equally, with courtesy and with respect.
- We will give our views openly and honestly and encourage the open expression of views at meetings.
- We will acknowledge the time, effort and skills that have been committed by anyone taking on a particular role or carrying out a delegated function on behalf of the governing body.
- We will support the chair in their role of ensuring that the functions of the governing body are conducted appropriately.
- We will seek to develop effective working relationships with the head, staff and parents, and with the Trust and its various stakeholders.

**Confidentiality**

- We will observe complete confidentiality in any matters where the governing body decides it is necessary or that concern specific individuals, inside or outside school.
  - We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
  - We will not reveal the details of any governing body vote.

**Interests**

- We will abide by the Greenshaw Learning Trust Declaration of Interests Policy.
- We will declare any personal or business interest or any duty to any person or body that may be relevant to the school or the governing body, and seek to resolve any conflict arising from these in the interest of the school / governing body.
- We will declare any prejudicial interest in a matter under discussion that may conflict with our duty to act solely in the interests of the school or the governing body and will leave the meeting during its discussion.
- We will act in the best interests of the school and the Trust as a whole, and not as a representative of any group.

**Breach of this Code**

- If we believe this Code has been breached, we will raise this issue with the chair of the governing body, the clerk to the governing body or the Clerk of the Trust.
- We understand that any breach of the Code may be raised at a meeting of the governing body or Board of Trustees, and may lead to suspension from the governing body.



# APPENDIX TO CODE OF CONDUCT

## The Seven Principles of Public Life

*(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).*

### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.