

10th January 2019

Thank you for visiting our website

Election of Two Parent Governors for Steyning Grammar School

Anyone who has parental responsibility for a student at Steyning Grammar School is invited to stand for election as a parent governor, or nominate another parent to do so.

Our existing 2 Parent Governors terms of office end on 8th February 2019, the next term of office will be for a period of 4 years.

Letters have been sent to all registered parents or carers with parental responsibility via our Schoolcomms system. If you also have parental responsibility for a student at our school you are invited to stand for election as a parent governor, or nominate another parent to do so.

Every maintained school in England has a Governing Body and with the Headteacher, has overall responsibility for the running of the school.

Governing bodies have three core strategic functions:

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

No special qualifications are needed, but the most important thing is to have a keen interest in the school and be prepared to play an active part in the Governing Body's work.

However, we are particularly looking for individuals to augment the existing skill set on the Governing Body with experience in Marketing, Project Management, Architecture/Building/Planning, HR, GDPR, Legal, Accountancy and Health & Safety. However, if you do not have these skills this does not prevent you from putting yourself forward for election.

The link below explains the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents/carers with children at the school on the day that nominations close.

If you would like to stand for election, please complete the enclosed nomination form obtaining the signature of 2 people with parental responsibility of students at the school, who support your nomination, and return it to me at the school no later than **Thursday 24th January 2019**. You should also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more than 2 nominations an election will be held by secret ballot. If that is necessary, voting papers, including the candidates' election statements, will be sent to all parents on Monday 28th January 2019 along with details of the ballot procedure.

Results will be announced on Thursday 7th February 2019.

If you are considering applying to become a Parent Governor please read the '**Governance Handbook and Competency Framework for Governance**' and '**The constitution of governing bodies of maintained schools**' - please pay particular attention to the disqualification requirements set out in (**Annex C**). These documents can all be found on the following website: <https://www.gov.uk> If you would like us to send copies please email amiller@sgs.uk.net or write to Mrs A Miller at the school.

It is important that the legal responsibilities of governance are understood by all Governors and I would urge you to read these documents before applying. Training will be provided for those joining the Governing Body. All Governors are expected to complete their individual training requirements annually. We have a Training Governor who oversees all Governor Training.

There are 4 Full Governing Body meetings a year which all Governors are required to attend, these take place on Tuesdays or Wednesday at 4pm and last for around 3 hours.

In addition Governors are also expected to work within at least one of our 4 main Committees: Boarding; Student, Staff Welfare & Development; Curriculum & Assessment and Business & Finance. Most Governors work with at least 2 Committees.

The first two committees have 3 meetings a year and the second two have 6; again on Tuesday and Wednesday evenings from 4.30 pm. Governors, given the size and complexity of our school, also take on additional tasks delegated by the FGB or one of its Committees, e.g. Faculty Link Governor work; Safeguarding work; Thematic Reviews; Website Compliance; Policy Responsibilities; and various projects, to name but a few.

All elected Parent Governors are required to complete an enhanced criminal record application (DBS) within 21 days of their election. Safeguarding is at the heart of everything that we do and new Governors will be required to complete a face-to-face safeguarding training session within 6 weeks of appointment.

You will also meet with myself and our Chair of Governors, Sue Gearing, to discuss the structure and the format of how the Governing Body works, and any concerns that you may have.

If you have any queries about being a Governor or about the procedure, please email me on jstevenson@sgs.uk.net.

Yours faithfully,

John Stevenson
Vice Chair of Governors
& Returning Officer