



Notes for the election of Parent Governor at Carpenters Primary School

Please note it is a voluntary activity and no payment is made for this.

What do Governors at Carpenters do?

Parent governors play an important role as members of the Governing Body, which is responsible for directing the conduct of the school and for promoting high standards of educational achievement. Governors work in partnership to support the Headteacher and Chair of Governors. Their statutory duties include:

- sharing the ambition, drive and vision for the school;
- agreeing the school development plan;
- ensuring aspirational targets are set and that children achieve well;
- deciding how the school budget will be set and ensuring financial stability;
- working with the leadership teams to set aims for a broad and balanced curriculum (what is taught);
- recruiting staff;
- agreeing school policies and procedures, such as on equal opportunities, health & safety and Safeguarding; and
- listening to and providing information for parents/carers.

What Commitment is needed?

Governors will need to be available to:

- attend four full governing body meetings over the year;
- be a member of a committee which meets up to 6 times a year;
- visit the school once each term to see the work day to day running of the school;
- attend the yearly governor away day (usually held in January on a Saturday morning).

Governing body meetings are mostly held in the evening for approximately 2 hours. The term of office for individual governors is up to 4 years.

What qualities do you need?

Commitment and common sense are the important qualities that governors bring to their schools - you do not have to have formal qualifications or experience in education, finance or management, although these skills will always be welcomed.

To be an effective governor you need:

- An interest in education, schools and young people;
- The desire to make a difference.
- To be able to listen to other people's views, to discuss them and then to form your own judgements;
- To be willing to support the decisions taken by the whole governing body;
- The time to play your full part in the work of the governing body;
- To be willing to learn and improve your own subject knowledge.
- To be able to work in a team.
- A good knowledge of spoken and written English.

How will I know what to do?

At Carpenters, we have a rigorous induction process for new governors. This includes;

- an initial visit to meet the Headteacher and have a tour of the school;
- clear roles and responsibilities and a code of conduct for governors to follow;
- a mentor during your first year who will meet with you prior to your visit and talk through the papers. This person will also sit with you during meetings to answer any questions you may have.

What support is offered?

Newham Council is committed to providing governors with training. Newham Children & Young People Services has many support services, including Governor Support Services which provides support to the school governing bodies and offers advice. In addition, the school also provides on the job training during governing body meetings.

More information

For more information, please contact the Headteacher Diane Barrick in the first instance. You can also contact Newham School Governing Bodies Support Service on **020 8249 6932** or **email your query to: irfan.mustafa@npw.so**.

Who can stand for election?

All parents/carers, of a child currently registered at the school can stand for the election and vote. In the past African, Asian, Caribbean and other ethnic groups have been under-represented on governing bodies. You will need a good knowledge of spoken and written English to carry out your duties as a governor.

Who cannot stand for election?

By law, parents/carers who work at the school for more than 500 hours per year cannot stand for election. Elected members of the council are also not allowed to stand for the election.

How to stand for the election?

Complete the attached nomination form and return it to the school before the closing date. It is recommended to submit a short statement in support of your nomination. It should be no more than 100 words – If it is longer than 100 words then additional words after the 100th word will be removed. The statement should comply with the law. If there are more candidates than vacancies then a ballot will be arranged and ballot papers will be sent to all parents/carers with the candidates personal statements.

Safeguarding:

Following their appointment, all governors are asked to sign a form declaring that they are not disqualified from serving as a governor for a variety of listed reasons.