
 <p>Hermitage Primary School</p>	<p>Vanguard Learning Trust</p> <p>INFORMATION SHEET FOR</p> <p>POTENTIAL PARENT GOVERNORS</p> <p>Summer 2024</p>	
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What does the local governing body (LGB) do?

The key function of the local governing body (LGB) is to ensure accountability, and to be responsible for monitoring and evaluation to promote school improvement and raise standards and achievement. The LGB focuses on safeguarding, the curriculum, educational provision and performance, community engagement, health and safety, and risk identification and management at the school.

Legal accountability for the operation of Vanguard Learning Trust rests with the Board of Trustees of Vanguard Learning Trust. The Board agrees on the overall Trust strategy, including in relation to educational improvement, Human Resources, Finance and overall governance. The Board is responsible for reviewing recruitment, pay progression and performance management arrangements for senior leaders within the Trust.

Why are parents needed on the local governing body?

The local governing body is made up of governors who represent the community served by the school, especially the families who use it, but also the wider public who pay for it and whose quality of life is affected by it. To achieve the right balance on a local governing body, there are different categories of governors representing different groups of the school's community and each category is either appointed or elected onto the local governing body. Parent governors are needed on all school governing bodies as parents play a major part in the schools' communities.

Other members of the local governing body are:

- The Headteacher
- Community governors (recommended by the local governing body from the local community and appointed by the board of trustees)

The role of a parent governor

The role of a parent governor is no different to that of the other governors. They have the same equal status and role to fulfil for all students/pupils at the school.

The **VLT local governor role description** (in this pack) lays out the requirements to be a governor of a school in VLT and applies to a single school or joint school LGB. Section 2 details the general, day to day requirements of a governor and section 3 contains the key responsibilities of the local governing body along with the key functions or activities that are undertaken to fulfil the role. The examples provided are not exhaustive but provide a good overview of governance requirements at the school-level in the Trust.

What does being a governor actually involve?

Time

The full governing body meets three times each year. Some governors will also sit on one or two of the governing body's sub-committees - the Education and Standards Committee and the Pay Committee. Obviously, the time spent on governors' activities varies but as a rough estimate you could expect to spend around five to ten hours per month on such work. Additionally, you would be asked (with others) to represent the governing body at school events and also Board of Trustees' committee/forum meetings as required by a link governor role.

Training

Training and development opportunities are offered to support school governors in their role and there is an expectation that you will participate in such events to keep your skills and knowledge up to date. To ensure that you are equipped to take on the role of governor you should note that induction training is mandatory for all new governors. Information on the induction training is available from the Trust's Company Secretary.

Visiting school

All governors are encouraged to visit the school, by prior arrangement with the headteacher. Some governors will take the lead on particular areas of the school and in this lead/link governor role will be expected to make termly visits to the school during the school day.

It is important that governors with family members registered as pupils within the school are clear about the purpose of each visit they make. If your visit relates to a personal matter, rather than being connected with your role as a governor, the school's normal communication processes should be followed.

Governance days

In addition to the training offered to governors and the individual visits to school, the Trust asks governors to attend school in November and June each year. The November day is school focussed and provides governors with the opportunity to focus on a key area of school life or performance. July's governance day is split into two with the morning spent in school meeting staff and pupils and then, in the afternoon, meeting governors from other schools for lunch, the sharing of best practice and for a review of the year.

Am I eligible to stand as a parent governor?

The following individuals are able to stand or vote in an election for parent governors:

- All natural (biological) parents, whether married or not;
- Any person who, although not a natural parent, has parental responsibility for a pupil registered at the school (e.g. step parents, guardians or other relative);
- Any person who, although not a natural parent, has full time care of a pupil registered at the school.

There are some other criteria that exclude anybody from qualifying as a governor. These are outlined in the nomination form in this pack.

Do I need any particular qualifications or skills?

No special qualifications are required although enthusiasm, commitment and an interest in education are helpful qualities to bring to a governor role. It is useful to have a spread of skills and experience on each local governing body and this can be explored further when potential candidates meet with the chair of the local governing body and company secretary to discuss the role. It also helps to be a good listener, taking time to understand the views of different people.

How do I apply to be a parent governor?

Meet with the chair of governors

If you are interested in applying to be a parent governor and would like to meet to discuss the role, please contact me to arrange a meeting with Kirsty Farrell, chair of governors. You can do this by email at vltgovernance@vlt.org.uk or via the school on 01895 234871.

Complete the nomination form

The next step in the process is to complete the nomination form which will be available to download from the school website and return to school reception. Paper copies of the nomination form will also be available from the school's reception. Nomination forms may be typewritten or handwritten. All nominations must be seconded, and all nominated candidates and their seconders must have pupils on the school register on the closing date for receipt of nominations. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent. **Nomination papers must be signed** and unsigned forms will be returned to the candidates. All nominations should be received by the closing date and time for receipt of nominations as quoted in the invitation letter.

Procedure following the closing date for receipt of nominations

- Where there are fewer candidates than the number of vacancies at the end of the closing date for nominations, parents will be informed that the closing date for receipt of nominations will be extended by five working days.
- If the final number of nominations is the same as, or smaller than, the number of positions to be filled, then the people nominated will be deemed elected unopposed.
- If there are more nominations than vacancies an election will be held by secret ballot. Voting papers will be sent to all parents together with details of the ballot procedure. Page 3 of the nomination form will be used so that those voting can find out more about the candidates and why they wish to be elected. This will be sent out with the ballot papers.

The term of office for a parent governor is four years. If you are elected, you may serve the full four years even if your child leaves the school before your term of office finishes. As with any type of governor you can of course resign from the role at any time within your term of office.

Where can I get more information about the role of a school governor?

There are a number of sources of information where you can find out more about becoming a school governor.

- The National Governance Association - [Interested in becoming a school governor or trustee? | National Governance Association](#)
- Inspiring governance (funded by the DfE) - [Become a school governor - Inspiring Governance](#)
- Read stories from governors on 'Governors for Schools' website - [Governor stories](#)