

25 January 2024

Dear Parents

HAVE YOU EVER CONSIDERED BECOMING A PARENT GOVERNOR?

The governing board of Roundwood Park School is made up of parent governors, staff governors, community governors and member appointment governors. Governors serve a four year term and we currently have a vacancy for two parent governors.

The governing board sets the strategic direction of the school and acts as a "critical friend". It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. As a parent governor, you will play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

We would like to encourage you to put yourself forward to become a parent governor of Roundwood Park School. The only requirements are that you must be the parent or carer of a child at the school, and have an interest in the development and continued success of Roundwood Park School. Every governor brings their own particular perspective and experience to the role.

Two of our parent governors have made the following comments about their involvement:

"This is a unique opportunity to contribute towards the school's continuous success and development and obtain an insight into the real energy, commitment and dedication that is made by staff, students, parents and governors."

"Being a parent governor is a rewarding commitment for someone who wishes to make a positive contribution to the success of the school and the wider community."

If you are interested in becoming a parent governor, please contact Heather Bayne, the Chair of Governors on h.bayne@roundwoodpark.co.uk, before completing your form, to find out more about the role and what it entails. Training and induction will be provided, and we will make sure you are supported by a more experienced governor. Further information about what it means to be a parent governor, including the time commitments (some of which can be during the school day), is attached to this letter, along with some more detailed guidance and the application form.

If you would like to stand for election, please complete and return the attached form to Liz Hamilton, Governance Professional, at l.hamilton@roundwoodpark.co.uk by 9.30am on Tuesday 6 February 2024.

Yours sincerely



Alan Henshall
Headteacher

Encs.

WHO ARE SCHOOL GOVERNORS AND WHAT DO THEY DO?

What is involved in being a parent governor at Roundwood Park School?

- 2 full governing board meetings per term (normally weekday evenings)
- 2 committee meetings per term (may be weekday late afternoons or evenings)
- Annual Governors Open Day (during the school day)
- occasional ad hoc meetings (some during the school day)
- undertaking appropriate training
- linking with a subject area to support the department and to learn more about how they operate (some visits during school day)
- invites to attend extracurricular events - award evenings, consultation evenings, music performances
- maintaining confidentiality

School governors come from every walk of life. There are over 300,000 school governors in England and they form the largest volunteer force in the country. Each individual governor is a member of a governing board, which is established in law as a corporate body.

The role of the governing board is a strategic one; its key functions are to:

- determine the mission, values and long-term strategic vision for the school
- decide the principles that guide school policies and approve key policies
- work with senior leaders to develop a strategy for achieving the vision
- ensure stakeholders are involved, consulted and informed as appropriate
- ensure that all students have access to a broad and balanced curriculum such that students are well prepared for the next stage of their education and adult life
- set the school's budget and ensure it is managed effectively together with premises and other resources
- ensure robust risk management procedures are in place through the maintenance of a risk register and that risk control measures are appropriate and effective

The Headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the governing board.

Adapted from National Governance Association website, www.nga.org.uk

Why get involved?

- You will help develop strategic thinking and planning for the school.
- As a member of the governing board you will address interesting issues - locally and nationally.
- You will understand more about the field of education and the environment in which the school has to operate.
- You will work closely with a team of dedicated governors, school staff and other community members.
- You will have the opportunity to attend training and develop your skills.
- You will feel valued.
- It is an opportunity to give back to the community.

but mostly because it is **enormously rewarding**.

Detailed Guidance

Please give brief details about yourself (not more than 80 words) **on the enclosed form. If an election is needed these details will be copied and sent to all parents/carers with the ballot papers.** Please note that the 80 word limit will be strictly enforced. Any statement with more than 80 words will be returned to the candidate for amendment.

You will need to ask another parent/carer of a student at the school to sign the form.

Only parents/carers of children registered at the school are entitled to stand or vote in the election. A parent/carer who is paid to work at the school for more than 500 hours in a school year or is an elected member of the Local Authority may **not stand** for election. In most cases it will be obvious whether you are a parent/carer. For the purpose of the election of a parent governor, a parent is:

- someone who has parental responsibility*
- or**
- someone who looks after the child on a day-to-day basis (but does not have “parental responsibility”).

*A person has ‘parental responsibility’ if

- a. she is the child’s natural mother;
- or**
- b. he is the child’s natural father and
 - either** was married to the mother on the day of the child’s birth or subsequently
 - or** has entered into a legal parental responsibility agreement with the mother
 - or** has been granted a residence order from the court directing the child will live with him
 - or** registered or re-registered the child's birth after 1 December 2003
 - or**
- c. the child lives with that person as the result of a court order.

The governing board has determined that the term of office for a parent governor is four years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

If the number of nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing board has the duty to appoint parent governors to fill the remaining vacancy.

If an election is necessary, we will send you a ballot paper on Wednesday 7 February 2024.

Each parent/carer will be sent one ballot paper regardless of how many children they have at the school, and each parent/carer will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

Please be aware that regulations require everyone elected or appointed to a governing board to undergo a criminal background check. This is to ensure the safety of the students. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself. Each elected governor is also required to submit two references.

As Roundwood Park School is an academy, once elected parent governors will be appointed as directors of the Roundwood Park School Academy Trust, a company limited by guarantee.

ELECTION OF PARENT GOVERNOR AT
ROUNDWOOD PARK SCHOOL
NOMINATION FORM

Your name
(Mr/Mrs/Miss/Ms/Dr)

Address
.....
.....

Email
Address:

I have a child at the school and hereby nominate myself for election as a governor. I understand that if elected I will have to undergo a criminal background check. Biographical details (**80 words maximum**) for circulation with the voting paper are given below.

Signature

Seconded* by:
(Mr/Mrs/Miss/Ms/Dr)

Address
.....
.....

Signature

*The seconder must be a parent of a student at the school.

Biographical details (80 words maximum)

Your completed nomination form must be returned to Liz Hamilton on
l.hamilton@roundwoodpark.co.uk by:

Date: Tuesday 6 February 2024 Time: 9.30 am