

Rivington Foundation Primary School

*Horrobin Lane, Rivington, Horwich, Bolton, BL6 7SE
Tel: (01204) 696951 Headteacher: Mrs S E Annette BA (QTS)*



Friday 13th September 2019

Rivington Foundation Primary School Parent Governor Vacancy

Parent governors play an important role as members of the governing body and we would like to take this opportunity to provide some information which we hope will be useful in helping you decide if you would like to put yourself forward as a candidate.

If you are interested and would like to talk to a governor about the role, please contact the Governors via the School Office.

What does a school governor do?

The role of a school governor is to contribute to the work of the governing body in ensuring high standards of achievement for all children and young people in the school by:

- Setting the school's vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.
- As part of the governing body team, a governor is expected to contribute to the strategic discussions at governing body meetings which determine:
 - the vision and ethos of the school;
 - clear and ambitious strategic priorities and targets for the school;
 - that all children, including those with special educational needs, have access to a broad and balanced curriculum;
 - the school's budget, including the expenditure of the pupil premium allocation;
 - the school's staffing structure and key staffing policies;
 - the principles to be used by school leaders to set other school policies.

2. Hold the senior leaders to account by monitoring the school's performance; this includes:

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan;
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance;
- asking challenging questions of school leaders;
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies;
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority; and

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- listening to and reporting to the school's stakeholders : pupils, parents, staff, and the wider community, including local employers.

3. Ensure the school staff have the resources and support they require to do their jobs well and that the way in which those resources are used has impact.

4. When required, serve on panels of governors for example: to appoint the headteacher and other senior leaders; appraise the headteacher; agree pay recommendations or hear appeals.

What skills do I need?

The National Governors' Association identifies the following essential skills for all governors:

- Commitment to improving education for all pupils
- Ability to work in a professional manner as part of a team and take collective responsibility for decisions
- Willingness to learn
- Commitment to the school's vision and ethos
- Basic literacy and numeracy skills
- Basic IT skills (i.e. word processing and email)

How much time will it take?

As a parent governor at Rivington you will be expected to attend meetings of the full governing body (currently three a year) and, depending on what committees and working groups you join, maybe one or two other meetings each term. Full Governing Body and most Committee meetings are generally held in the early evening with a start time of 4:30pm whilst some working groups can meet during school hours. You will also be expected to be able to come into school to perform monitoring visits as required - probably once or twice a term depending on your role within the governing body. This is an important part of our work as governors and requires governors to visit the school during school hours.

What particular role might I play?

To give you an idea of what you may be required to do, we currently have the following specific roles to be filled, one of which you may take on as a new Parent Governor:

- PR/Communications governor - our governing body is looking for someone with good PR and writing skills to be able to produce a regular newsletter, website information and an annual report to improve our communication with all our stakeholders.
- Finance – supporting school with budget setting.
- Curriculum support.

Please express any interest to the school governors via the School Office.

Best Wishes,

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Sarah Annette/Andrea Glynn

Headteacher/Chair of Governors

