

Aspiration
Respect
Endeavour

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Headteacher: Mrs S Jenner
Chief Executive Officer: Mr P Banks



Roding Valley
HIGH SCHOOL

24th October 2019

Dear Parent /Carer,

I am writing to inform you of a vacancy for the role of parent governor on our Local Governing Board.

The Role of the Local Governing Board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's education and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The Role of Parent Governor

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the local governing board delivers effective governance

The local governing board is keen for candidates to have skills in the following areas:

- People skills in enhancing the quality of school life
- Business / workplace experience which is relevant to school
- Fund raising
- Commitment to enhancing children's education

Although you should not be discouraged from applying if you do not have these skills.



Expectations of Governors

Roding Valley Governor's Time Commitment Estimate					
Estimate of time required for effective governorship, does not include special responsibilities or Chair/ Vice Chair commitments.					
Meeting/Activity	Frequency	Preparation Time (hrs.)	Duration /Attendance (hrs.)	Minimum Requirement per Year	Time Estimate
Full LGB Meetings	Once per term	2-3	2	3	15
Extra Ordinary LGB Meetings	Ad hoc	1	1	As many as possible	4
Committee Meetings	Twice per term	1-2	2	6	24
Visits	Ad hoc	1-2	4	1	6
Training					
Induction	Once	1	8	1	9
Introductory Courses	Once	1	2	As many as possible	18*
Inside School	Ad Hoc	1	3	1	4
Extra-curricular: concerts, awards evenings, etc.	Ad hoc	-	3	2	6
School Open Morning	Annual		4	1	4
Background reading, DfES, weekly mailing etc	Fortnightly	1		26	26
Providing Expertise	Ad hoc	2	2	When needed	12
Exclusion / Disciplinary Hearings	Ad hoc	1	3	When needed	8
Total					140
Total if Governors sits on two committees					160

In addition to the above there are occasional social events organised by the Chair/ Vice Chair for governors and staff (e.g. Christmas and summer).

* It is unlikely that a Governor would be able to attend all six introductory courses in a single year, not least because they quickly become fully booked.

How to Apply

If you are interested in applying for the role, please complete the candidate form attached to this letter and return by email to parentgovernorelections@rodingvalley.net by **Friday 8th November 2019**.

Alternatively, the candidate form can be printed off and returned to the school office in a sealed envelope marked **Parent Governor Candidate Form**. If you do not have access to a printer, then a candidate form can be collected from the school office. If more applications than there are vacancies are received, a ballot will be carried out. You will be informed closer to the time if this is necessary.

If you have any queries about this process or would like to find out more about the role please contact the above email address.

Yours sincerely,



Mrs. S Jenner
Headteacher

Roding Valley High School: Parent Governor Elections



Parent Governor Candidate Form

Candidate Name:

Candidate Address:

Candidate Statement

I confirm that I am a parent or carer of a registered student at Roding Valley High School.

Signed:

Print Name:

Date: