



Founded 1888

MANSHEAD SCHOOL

A Dunstable Ashton Foundation C of E Upper School
Voluntary Aided



A Specialist Science and Maths College

"In search of personal excellence"

Headteacher: Jim Parker

December 2011

Dear Parent(s)

ELECTION OF PARENT GOVERNOR

There is a vacancy for a parent governor on our Governing Body and we are seeking nominations from eligible parents whose children are currently registered at the school to stand for election.

The role of Parent Governor is an important one, as you will see from the enclosed leaflet entitled Information for New Governors. Whilst specialist knowledge or relevant experience is useful, common sense and a willingness to give of your time are key requisites.

No-one may serve as a governor who :

- is bankrupt
- has made an arrangement with creditors which has not been discharged
- has been disqualified from acting as a company director or trustee of a charity
- is prohibited or restricted from working with children or young people
- has within the last 5 years been sentenced to three months or more of imprisonment without the option of a fine
- has in the last 20 years been sentenced to two and half years or more of imprisonment
- has in the last 5 years been convicted and fined for the offence of nuisance on school premises

Nomination forms are available from the school office upon request and should be returned to me by Friday 13th January 2012.

If there are more nominations than vacancies an election will be held, for which ballot papers will be sent out during the week commencing Monday 16th January 2012.

Yours faithfully

Sue Wilson
Clerk to the Governors

G:/admin/SUE/Governors/Membership/Parent Governor Elections (December 2011)
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INFORMATION FOR NEW GOVERNORS

Why have Governors?

- Stronger links between the school and the community it serves
- A wider experience of the outside world
- An independent view and a common-sense approach
- A visible form of accountability for the head teacher and staff of the school
- Support for the head teacher and staff

What sort of people are they?

No qualifications are required but certain qualities are desirable –

- An interest in education
- The ability to work constructively with others
- Tact and diplomacy
- Sympathy with the staff and the students
- Time

What does the Governing Body Do?

The Governing Body is an executive committee. Members, through representatives of those who elect them, have a collective responsibility for governance, as distinct from the day to day running of the school.

The main role of the Governing Body is to govern, not to manage the school – the day to day management of the school is delegated to the Headteacher.

As more and more responsibility is being given to governing bodies, the commitment of more time and involvement is being expected from individual governors.

The Governors will be responsible for agreeing a performance management policy for the school which incorporates annual appraisal and links to pay in line with changes outlined in the Government's Green Paper.

How often do Governors meet?

At Manshead the Full Governing Body meets once in each half term, alternating between afternoons and evenings.

In order that the agenda for each meeting should be sensible and the length of discussion per agenda item should be manageable, sub committees are appointed annually to do the 'real work'. These committees then bring recommendations to the full governing body meetings for any further deliberation deemed necessary by other governors.

Present sub committee structure is detailed on Appendix 1:

Occasionally, a working party may be formed to deal with specific tasks. A recent example being the working party to consider a new school uniform.

Most committee meetings take place three times per year (there are four finance meetings per year), starting at 4 pm and lasting 1.5 - 2 hours.

In order to ensure that the workload is evenly distributed and to ensure that everyone has an opportunity to be involved in the decision making process, it is important that all governors take an active role in the work of the committees.

GOVERNOR TRAINING

The Local Authority has a very well organised programme of training courses to which Manshead subscribes, including.

- A basic induction to school governance
- A foundation to finance in LA schools
- An overview of the school curriculum
- An overview of school personnel issues
- A foundation for health and safety in schools

In addition to these, the LA runs Focus courses, such as:

- School behaviour policies and the LA's behaviour plan
- Looking after "looked after" children: governors' responsibilities
- Governors on-line: using E-mail and the Internet
- New regulations on exclusions and appeals
- Handling parental complaints

And a series of Extension courses, ie:

- School development planning
- Implementing, monitoring and evaluating action plans after an OFSTED inspection
- Target setting and school improvement
- Effective use of monitoring and evaluation activities
- Monitoring the budget
- Recruitment and selection
- Exclusion and appeals
- Extended Services
- Governors Visits / Training Link governors
- The governor's school visit

The school pays a set amount for this programme and all governors are entitled to attend all sessions if they wish

GOVERNOR PARTNERSHIPS

The school has a system for partnering an individual governor with a specific department within the school. The scheme works well, with enthusiasm from both sides.

The time commitment for the governor partnership scheme depends very much on the individual governor and the Head of Department involved, but a rough guide would be the equivalent of one meeting per term.

SUB COMMITTEES OF THE GOVERNING BODY

Committee	Members required	Quorum
Admissions	Minimum of 3 governors (includes Head Teacher)	2
* Curriculum	4 governors	3
* Finance	5 governors including Responsible Officer	2
* Health & Safety	5 governors	3
* Pay and Personnel	5 governors (incl. 1 staff Governor, Head & Deputy)	3 Governors (eligible to vote)
* Student Welfare	3 excluding Chair	3
Staff Grievance	Minimum of 3 Governors (excludes Head Teacher)	
Discipline (Staff)	Minimum 3 Governors (excludes Head Teacher)	
Appeals (Exclusion)	LA will arrange	
Appeals (Staff Disciplinary)	Minimum of 3 Governors	
Admission Appeals	LA will arrange	

*These committees meet regularly, once in each term. The others meet infrequently or when circumstances dictate.

An election of parent governors for the Governing Body will be held in about a fortnight's time. If you would like to be a candidate or to put forward the name of another parent, who is willing to stand, please complete the nomination paper below. If you wish to nominate more than one parent, additional nomination papers are available from the Clerk of Governors at school. It is in order to propose yourself or to ask your partner to propose you. All nominations must be seconded by a parent. The seconds cannot be the candidate, or the proposer, or a pupil at the school. Candidates are also asked to introduce themselves to other parents by writing a few words on the back of the nomination paper or in a separate letter; eg something about themselves and what they would hope to do for the School if elected. When completed, the nomination paper should be returned by Friday 13 January 2012.

1. Name of Candidate:.....

Address
of Candidate :

.....
.....

Name(s) & Ages of Child(ren) of
Candidate.....

.....

Signature of Candidate:.....

2. Name of Proposer :
(NB: Can be self, partner or a parent of another child at the school)

Name(s) & Ages of Child(ren) of Proposer

.....

3. Name of Seconder
(NB Can be partner or a parent of another child at the school)

Name(s) & Ages of Child(ren)

.....

On the back of this form or in a separate letter, in not more than 100 words, the candidate should make a personal statement concerning their contribution to the school, if elected.