



Four Lanes Community Junior

FOUR LANES INFANT SCHOOL



Headteacher: Mrs J Mallaby
Deputy Headteacher Junior School: Miss N Jones
Deputy Headteacher Infant School: Mrs J Docherty

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28th April 2023

Dear Parents / Carers

Vacancies for Parent Governors – Four Lanes Federation

The governing bodies of Four Lanes Infant and Junior schools have recently approved the proposal to federate the two schools so we now need to start the process to create a new, single governing body to govern the federation.

There are two vacancies for parent governors in this new governing body, and we are writing to you today to invite you to apply for one of these roles. Please note that you must have parental responsibility for a child in one or both of the schools to be appointed as a **parent** governor.

This is an exciting time for our two schools and presents a great opportunity for you to become involved in the leadership of the new federation. You will join a team of committed volunteers, all of whom are from the local community, some with children at the schools, who give up their time to improve the school experience for the children.

We believe in maintaining a strong partnership with parents, which in turn, brings enhanced benefits to the children. One of the most significant ways you can help in promoting this is to volunteer to be a parent governor.

Parent governors play a vital role in ensuring the governing body is aware of the views of parents and the local community. You are not required to have any specific experience, or to be an expert on education: most important is a commitment to the schools and the energy and enthusiasm to make a difference to the education of the children. To get you up and running as quickly as possible, we offer a comprehensive induction, training from Hampshire County Council on the governor role, and a mentor from the existing governing body to support you in understanding the expectations of your new role.

What does the governing body do?

We contribute to the work of the schools in ensuring high standards of achievement for all children by:

- Setting the vision, ethos and strategic direction for both schools and for the federation;
- Holding the Executive Headteacher to account for the educational performance of the schools and the pupils; and
- Overseeing the financial performance of the schools, making sure their money is well spent.

How do we do this?

- Attending and contributing to the strategic discussions at meetings of the full governing body (approximately seven per academic year in the early evening). You may also choose to join one of the committees, which will require you to attend further meetings. Most of these meetings take place in school, but we also use Microsoft Teams for remote meetings where necessary.





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- Monitoring the school's performance by:
 - Considering data provided by the schools and then being prepared to ask challenging questions of school leaders;
 - Ensuring senior leaders have developed the required policies and procedures, and monitoring their implementation and effectiveness;
 - Acting as a link governor on a specific issue, making relevant enquiries of staff and reporting back to the governing body;
 - Joining a committee according to your skills and experience;
 - Serving on panels of governors to deal with specific requirements / activities (when required).
- Visiting school (usually during school hours) to conduct monitoring visits, writing up the visit report afterwards, and presenting findings to the governors at the next scheduled meeting.

What do we need?

You will enjoy and be successful in this role if you:

- Have an open and enquiring mind, showing a willingness to listen;
- Work well with others as part of a team, with the energy and enthusiasm to get fully involved in the responsibilities of the governing body;
- Have an interest in education generally and in our schools in particular;
- Have the time to:
 - attend meetings (with approximately two hours of preparation and reading beforehand);
 - attend Hampshire County Council training events. Hampshire offers a blended approach to training, with face-to-face events (which take place in locations around Hampshire), and online webinars. Most events last around two hours.
 - visit school during the school day for monitoring purposes and write up your visit report ready to present at the next full governing board meeting.

All governors are issued with a school email address and are required to use this for governor work. You will also need access to a device which will be suitable for accessing Hampshire County Council's secure platform, where we store all documents – this could be a laptop / desktop / tablet or equivalent. Some meetings are conducted remotely, via Microsoft Teams, and we can support you if you've not used Teams before.

Further information

There is lots of information available about being a school governor, but these are good places to start:





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- National Governance Association (www.nga.org.uk)
- Hampshire County Council (<https://www.hants.gov.uk/educationandlearning/governors/volunteer>)

All of our governors love to talk about the work they do for the schools, so if you would like to arrange an informal discussion about what it's really like, leave your contact details with either of the school offices and one of our experienced governors will contact you.

There is an immense satisfaction to be gained by becoming a school governor and contributing to the education of the young people in our community. Governors can make a real difference to the educational performance of the school and have a vital part to play in ensuring its continued success.

How to apply

In order to apply as a Parent Governor, **you must have day to day parental responsibility for a child in one or both of the schools.** If you are not sure whether you qualify, please contact either of the school offices who will be pleased to advise.

You need to complete the Hampshire County Council application form, which can be found on each school's website, and return this to either school's office. Paper copies can be requested if it is not possible for you to access this.

Please note that completed application forms must be submitted to either office by the end of the school day on Wednesday 17th May 2023

In the event that there are more applications than vacancies, we will need to hold an election and voting papers will be sent out to all parents. In this instance, the information you include on the 'Reasons for Applying' and 'Experience and personal skills' sections of the form will be used as your election statement.

You should also make yourself aware of Hampshire County Council's guidelines for the election of parent governors, also available on the websites.

Yours sincerely,

Mrs J Mallaby
Headteacher

Please note:

- for the protection of children, it is mandatory that all governor appointments are subject to an enhanced check from the Disclosure and Barring Service (DBS)

