



Four Lanes Community Junior School

Headteacher: Mrs J Mallaby
Deputy Headteacher: Miss N Jones

Hanmore Road,
Chineham,
Basingstoke,
RG24 8PQ

Tel: 01256 816326

admin@fourlanes-jun.hants.sch.uk

www.fourlanes-jun.hants.sch.uk

20th September 2022

Dear Parents / Carers

Vacancy for Parent Governor

Four Lanes Community Junior School has an exciting opportunity for you to become involved in the leadership of the school as a **parent governor**. You will join our team of committed volunteers, all of whom are from the local community, some with children at the school.

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 board is aware of the views of parents and the local community. You are not required to have any specific experience, or be an expert on education: most important is a commitment to the school and the energy and enthusiasm to make a difference to the education of the children. Full training on the governor role is provided by Hampshire County Council and you will be assigned a mentor from the existing governing board to support you in understanding the expectations of your new role.

What does the governing board do?

We contribute to the work of the school in ensuring high standards of achievement for all children 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.

How do we do this?

- Attending and contributing to the strategic discussions at meetings of the full governing board (approximately seven per academic year between 5.30 and 7.30 on Thursday evenings). You may also choose to join the Finance committee or Pay committee which hold additional meetings throughout the year. Most meetings take place in the school, but we also use Microsoft Teams for remote meetings where appropriate.
- Monitoring the school's performance:
 - Considering data provided by the school and then being prepared to ask challenging questions of school leaders;
 - Ensuring senior leaders have developed the required policies and procedures and that the school is operating accordingly;
 - 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 the 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.





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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,
- Are able to 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 school in particular,
- Have the time to:
 - attend meetings (with approximately two hour's preparation and reading beforehand)
 - attend Hampshire County Council training events. Hampshire is currently offering a blended approach to training, with some in person events (which take place in the evening in locations around Hampshire), and online webinars. Most events last around two hours.
 - visit the 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 have not used Teams before.

Further information

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

- 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 school, so if you would like to arrange an informal discussion about what it's really like, just drop an email to leave your contact details with the school office or contact our Chair of Governors (see How to apply section below).

There is an immense satisfaction to be gained by becoming a school governor and contributing to the education of thousands of 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 the school.** If you would like to apply, or if you would like an informal discussion about becoming a parent governor, please contact the Chair of Governors, Peter Vincent at chair.governor@fourlanes-jun.hants.sch.uk.

You need to complete the Hampshire County Council application form, which can be found on the school's website, under the 'Vacancies' tab <https://www.fourlanesinfants.co.uk>, and return this to the school office. Paper copies can be requested from the school office if it is not possible for you to access this.





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Please note that completed application forms must be submitted to the school office by noon on Tuesday 1st October 2022.

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 under the 'Vacancies' tab on the school' website.

Yours sincerely,

Mrs J Mallaby

Headteacher

Mr P Vincent

Chair of Governors

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)

