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**TO: PARENTS/GUARDIANS OF CHILDREN ATTENDING
SALTBURN LEARNING CAMPUS
ARE YOU INTERESTED IN BEING A PARENT GOVERNOR?**

There is currently a vacancy for a parent governor on the governing body of Saltburn Learning Campus. Parents or guardians of children attending the campus are invited to apply. This includes any person who is not a parent of a child but who has parental responsibility for him/her or who has care of the child.

What do governors do?

Governors play an important part, in conjunction with the Executive Head Teacher, staff and Local Authority in the running of the campus. Becoming a Parent Governor would allow you to have input into the work of the campus and bring a parent's view to the discussions. The governing body has three core functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Executive Head Teacher to account for the educational performance of the campus and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the campus and making sure its money is well spent

What are the qualifications for becoming a governor?

The only mandatory requirement is that you are aged 18 or over and not subject to any of the disqualifications listed in the application form. It is important that governors are enthusiastic, interested in the education of young people, willing to learn and prepared to commit some time to the important, interesting and rewarding task of governing the campus. However, it is also beneficial if governors can offer additional skills - examples might include financial, human resources or premises management, strategic planning, legal expertise, analysis and interpretation of data or previous governor experience. Governors do not make decisions in isolation, but work as part of a team.

Would there be any training available?

There is an expectation that new governors will attend induction training and that they should also have an ongoing commitment to attend other development courses during their term of office. All training is paid for by the campus. There will be no charge to individual governors. New governors are also provided with a welcome pack, including useful information and resources to assist them in their role.

How much time would I be expected to give?

Governing bodies are required to meet at least three times a year. Some meet more frequently. There may sometimes be additional special meetings of the governing body and you will also be expected to be a member of at least one or two smaller committees that meet regularly. Governors are also encouraged to get to know the campus by visiting during the day. The average monthly commitment for a governor is estimated as 6-8 hours.

Who else is on the Governing Body?

There are 16 governors in total at Saltburn Learning Campus, made up as follows:-

- 2 Foundation Governors
- 2 Parent Governors
- 1 Staff Governor
- 3 Co-opted Staff Governors
- Executive Head Teacher
- 6 Co-opted Governors
- 1 Local Authority Governor

How long would my appointment last?

Your appointment would be for a period of 4 years. After that time, the nomination process takes place again and existing parent governors may apply for a further term of office if they are eligible. If a child of a Parent Governor leaves the campus, the governor can complete the term of office, unless he/she chooses to resign.

So how do I become a Parent Governor?

If you want to become a Parent Governor, you should collect a nomination form from the campus. Your nomination needs the backing of two other parents/guardians from different families.

YOUR SIGNED FORM SHOULD BE RETURNED TO THE CAMPUS IN A SEALED ENVELOPE MARKED "NOMINATION OF PARENT GOVERNOR" NO LATER THAN 12 NOON ON WEDNESDAY 16TH MAY 2018

Nominees will be automatically appointed, unless more nominations are received than there are vacancies available. In this case a ballot will be held and all parents will be sent a ballot paper.

Disqualifications and Checks

There are certain circumstances, which would disqualify a person from becoming a governor. These are given in detail on the back of the nomination form and you should read these and sign the declaration. The successful candidate will also be asked to complete an application form for an enhanced criminal records disclosure from the Disclosure and Barring Service. There is a duty on the governing body to apply for such a certificate within 21 days after your election. You will therefore be asked to provide the required documentation immediately after election, or present to the Chair an existing enhanced criminal record certificate. Should you fail to provide the documentation required to apply for a DBS check it would be seen as a refusal to a request for a criminal records certificate therefore disqualifying you from serving as a governor.

Further details

If you have further queries, which have not been answered, please contact either the campus or the Governance Support Service on the telephone number shown overleaf.