7th March 2022

Dear Parents and Carers,

**Vacancy for Parent Governor at St Annes Voluntary Academy**

One of our Parent Governors has recently stepped down. This means that we are seeking nominations for a parent governor. Any parent of a child or children at the school can self-nominate or can be nominated by another parent, provided their consent has been obtained.

In order to reduce our impact on the environment and to manage the tight budget that the school operates with, all documents relating to this new parent governor call, are available to view and print from the school website. However, if you would prefer school to provide you with hard copies please contact the school office directly, and they will provide you with a hard copy.

If you would like to submit a nomination, please read the following documents which can be found on the Governor section of the school website.

* Parent Governor Information Document
* Nomination form
* Declaration of Eligibility form

We are seeking nominations by 12.00 noon on Friday 18th March 2022 and if you would like to discuss what is involved before you make a decision, please contact the school office who will arrange for the Chair of Governors to speak to you.

To help you with your decision please read the Role of a Governor at St Anne’s section below.

All these documents are available on the school website and can be emailed to **Enquiries@ann.srscmat.co.uk**with **Parent Governor nomination** highlighted in the subject line or delivered to the school office marked **Parent Governor nomination,** to arrive **by 12.00 noon on Friday 18th March 2022.**  A parent of another child at the school must support your nomination by either signing the Nomination form in support of your nomination, or email their support to the above email address, clearly stating that they are supporting your application. If this supporting email is not supplied your application will be invalid.

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| **Role of Governor at St Anne’s Voluntary Academy****Introduction**There are two types of governors from different parts of the school community – parents and foundation. There is a diversity of skills in the governing body and parent governors give us insight from a perspective that foundation governors do not necessarily have. However, a Parent Governor would not present the view of another parent at the school and report back to them.St Anne’s Academy has been part of the St Ralph Sherwin Academy Trust family of schools since 2018 which means we are part of a larger group of local governors who share good practice and training sessions. The role of a Governor is a volunteer role, and it should be noted that the time commitment is much more than attending 6 (circa 2 hour) meetings a year. Governors are expected to be professional at all times in their interactions with school and community and are bound by a Governor Code of Conduct and guided by the Nolan Principles, the 7 principles of public life. The work of a governor is confidential and cannot be discussed outside of the Governing Board.Governor communications within the Governing Board and from the CMAT Trust Board are normally through secure email, so access to an email system would be helpful.**Critical to being an effective Governor is the ability and willingness to get involved in all aspects of local governance.****Role of Governor*** Monitor and uphold the Catholic life of the School. This also applies to parent Governors who are not Catholics and is part of the role of the Governing Body.
* Monitor curriculum and standards in the school
* Hold the Head teacher to account for the standards and performance of education and staff at the school
* Attend Local Governing Body meetings. These are held 6 times a year on Mondays at 5pm, and generally last for 2 hours.
* Attend training sessions as provided by the CMAT and other outside suppliers
* Be prepared to visit the school with the Head teacher’s permission in order to carry out the monitoring functions of a governor.
* Above all, have the interests of the pupils of the school as a priority and at the forefront of all interactions as a governor.

**Skills*** **Good people skills**, with the ability to engage with school leaders, school community and other governors with diplomacy, respect and interest. Questioning and listening are key skills for this role.
* **Team working** – All governors are equal and carry out an important collective role, led by a chair of governors who also has additional responsibilities in relation to the headteacher, local governors and the Trust Board. As a group, the Local Governing Board meet with the headteacher a minimum of 6 times a year for two hours. Outside of that, there is an agreed timetable of link governor visits in order to carry out monitoring duties. Working as a team is integral to the success of providing the balance of expectations from the Trust Board and the duties of a governor for the ultimate benefit of every child. This means taking the time to prepare for meetings in advance, by reading all reports supplied, asking strategic and relevant questions around the information supplied to you, allowing others to make their points when appropriate. Participating in other Trust led activities for Governors including training and information sharing forums which are held outside of school hours. Keeping Catholic Life and the pupils at the forefront of all interactions.
* **Communicating,** part of the role involves going into school during the school day to meet with subject leads as part of monitoring the school development plan. An output is to provide a written report of the meeting to the Governing Board and to upload it to a secure database. Therefore, the ability to communicate outcomes of the meetings into a report template and interact with a computer database will be expected. Help and support can be provided for anyone who is not familiar with computer systems.
* **Review and assess.** The ability to understand information and data presented in different formats and to review and question in an objective manner is a desired skill and training will be provided.

**Desired skills being sought for governors of St Anne’s at this time if you do not have these skills you can still be nominated as these are not requirements but would be helpful at this time.*** Understanding or experience in an educational setting
* Background or experience of community engagement
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Thank you for your interest and we look forward to hearing from you.

Best Wishes,

Lorraine J Gavin

Chair of Governors