

Wednesday 16th January 2019

Dear Parents and Carers,

Re: Parent Governor Vacancy

We are looking for two new Parent Governors to be appointed to the Local Governing Body for Roebuck Academy. If you are a parent, grandparent or carer of a current Roebuck student you are eligible to apply to stand as a governor. Governors influence the direction and success of the Academy and parents who have been involved in the past have enjoyed helping to develop our school.

What do I have to do as a governor?

The governing body's main tasks are to support and challenge the Academy, ensure that pupils receive high quality education and plan for future development and improvement. There is a time commitment which is outlined below:

- * Attend Governors Meetings six times per year (one per half-term). Meetings are in the evening from 6.00pm and last until about 8.00pm.
- * Attend 'Governors in School Days' which take place one morning per half term – these include learning walks and meetings with a range of staff to see the school 'live' and review items discussed at governing body meetings.
- * Represent the Governing body at school events where possible
- * Occasionally sit on Exclusion panels or Disciplinary panels (evenings).

Appointments are made for a four-year term of office. You don't need any specific experience. The Hart Schools Trust will provide an induction and the opportunity for training. You should be willing to dedicate reasonable time to your responsibilities.

Can anyone apply?

There are some circumstances in which you are not able to be appointed as a governor and I enclose a note of these. Governors will also be subject to a Disclosure Barring Service (DBS Enhanced) check under the Police Act 1997 and successful candidates must provide the names and contact details of two people who are willing to act as their referees.

Assuming your circumstances are not featured on the list enclosed, then please feel free to apply.

The Roebuck Academy, St Margarets, Stevenage, Hertfordshire, SG2 8RG

Headteacher: Ms Lynsey Young | Tel: 01438 311937 | admin@roebuck.herts.sch.uk | www.roebuck.herts.sch.uk

We are keen to reflect fully the local community that the Academy serves and we welcome applications from any parent who believes that they can contribute constructively to the education and development of children in our area.

I'm interested in applying. What now?

If you would like to stand as a candidate please complete the reply slip attached and return it to Mrs Vikki Kinsella at our main school reception or via email KinsellaV@roebuck.herts.sch.uk as soon as possible and not later than Wednesday 23rd January.

Yours Sincerely

Ms L Young

Headteacher

Please return this slip to Vikki Kinsella, PA to the Head teacher, no later than Wednesday 23rd January 2019.

I wish to stand as a candidate for election as parent governor at Roebuck Academy

First name:

Family Name (Mr/Mrs/Ms etc.):

Signed:

Home Address:

These details will appear on the ballot paper sent to parents if there are more than two applicants. **Remember** to include your statement (no more than 100 words) saying why you want to become a school governor. You can write it out below or type it / email it.

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PARENT GOVERNOR ELECTION AND INDUCTION

Proposed Timeline

Letter to all parents asking for nominations w/c 14/01/19

Closing date for personal statements w/c 21/01/19

Assuming more than one candidate...

Meeting with LY / ML / SM w/c 28/01

Letter and Ballot papers (2 per family) 01/02/19

Ballot closes 13/02/19

Candidates contacted 13/02/19

Initial paperwork/ references approaches before March LGB meeting

Induction

Pre-appointment

- Meeting with Johnathan Ellam and Mark Lewis to go through the process

Post-appointment

- Induction Meeting with Chair of Governors, Steve Marshman
- Tour of school by Lynsey Young, Headteacher
- Two references required (template attached)
- Induction check - all documents referred to in it would need to be supplied (see attached version that would need adapting)
- Governors skills audit (attached)
- Required to read Part 1 of KCSIE 2018
- Induction and Safeguarding training with HFL within 6 months of joining
- DBS enhanced check