

INFORMATION SHEET

PARENT GOVERNOR AT CHORLTON HIGH SCHOOL

Eligibility

Any parent of a registered student at Chorlton High School is eligible to stand for election.

Time Commitment

Becoming a Governor requires a reasonable amount of time commitment and you should feel able to commit to the following:

1. Attendance at Full Governing Body meetings once every half term. The meetings take place on Tuesday nights at 6pm and last until approximately 8pm.
2. Potential attendance at our Finance and Resources Committee which is a joint meeting with Newall Green High School. This is not required for all governors but those with a finance, HR or facilities experience would be requested to attend. Meetings take place once a term on a Tuesday evening at 5.30pm.
3. Willingness to take a 'Lead Governor' role in a focus area such as Safeguarding, Transition or SEN. This involves meeting on a termly basis with the lead member of staff in this area and other informal contact during the year. The aim of this role is to take a deeper dive into the area to inform your own knowledge but also to review progress and priorities and provide an additional level of challenge.
4. Daytime weekday availability via prior arrangement to attend one-off meetings, participate in recruitment panels, disciplinary meetings, student attendance reviews etc. These are on an ad hoc basis and where possible are arranged around governor availability.
5. On average a couple of hours in your own time prior to each meeting to read meeting papers which are circulated to all Governors in advance of the meetings.
6. Attendance and support at school events such as Open Evening, Parents Evenings etc.

What do Governors do?

Governors are ultimately responsible for the future development of the school. They make key decisions relating to the future of the school and agree what decisions can be delegated to senior staff. The Headteacher reports to the Governors on all key aspects of school life.

Examples of topics discussed at recent Governor meetings include:

- The opportunity to merge with the Piper Hill Learning Trust to form the Prospera Learning Trust
- Approval of the early entry policy for GCSE exams
- Approval of the annual budget
- Approval of admissions policy
- Analysis of key risks facing the school and approach to managing these risks
- Approval of major building development projects

Knowledge and skills

Full training and support is provided to all Governors so no specific prior knowledge or skills are required. Just being a parent of a child currently attending the school brings a wealth of knowledge in itself and commitment to ensuring the future development of the school. Parents should also be aware that it is a 4 year term of office and you will develop in your role as Governor during this period.

We are keen, however, to encourage parents to stand for election who can bring the following skills:

- Finance
- Human Resources

- Community development
- Legal

Process / Timetable

Anyone who wishes to stand for election must complete the enclosed nomination form. Each nomination must be supported by parents from two other families eligible to take part in the elections.

In addition, you are required to write a short statement about yourself to provide information to parents choosing who to vote for as part of the election process. **Both of these documents must be returned to the school marked for the attention of the Headteacher by Noon, Friday 26th January 2018.**

In the event that we have more than 2 nominations, all parents will then be sent a voting form containing the names of all parents standing for election. The voting form will be accompanied by election statements written by each candidate to provide voters with background information to support their decision of who to vote for. **Voting cards must be returned in a sealed envelope (provided by the school) by Noon, Monday 12th February 2018.** All parents of children currently attending Chorlton High School are eligible to vote.

Votes will be counted in the presence of the independent clerk to the Governing Body and all nominees are invited and welcome to observe the count.

All candidates will be notified of the outcome by Wednesday 14th February 2018 and the successful candidates will be announced on our website.

Summary

Friday 26 th January	Deadline for return of nomination forms
Monday 12 th February	Deadline for return of voting cards (secret ballot)
Wednesday 14 th February	Candidates notified of outcome
Tuesday 20 th March	First Governing Body meeting following appointment
To be confirmed	Training session for new Governors

Feel unable to commit to the role of Parent Governor?

We will be developing further ways to be involved in the school as a parent over the coming year, so please feel free to contact us to register your interest in this if you wish.