



St. Peter's Church of England Primary School

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Proud to be part of the
Mid-Trent
Multi Academy Trust

Thursday 20th January 2025

Dear Parents and Carers,

RE: Invitation to Apply to become a Parent Governor at St. Peter's CE Primary School

Following a recent resignation from our school's Local Academy Committee (formerly Governing Board) we are writing to invite you to consider applying to become a Parent Governor at St. Peter's CE Primary School, Hixon. As a school, we believe that strong parental involvement at board level is vital to the success and development of our school and our community, and we are seeking enthusiastic parents who are keen to contribute to the strategic direction of our school.

As a Parent Governor, you will be an important part of our local academy committee, helping to ensure that the school provides the best possible education for all of its pupils. You will have the opportunity to support the school in making key decisions, shape its future, and play an active role in maintaining high standards.

At this time, we are specifically looking for individuals who may have knowledge or expertise in the following areas:

- **Early Years Education**
- **Special Educational Needs (SEN)**
- **Finance**

If you have experience or a strong interest in any of these areas and are passionate about helping our school thrive, we would be delighted to hear from you.

The role of a Parent Governor is a rewarding opportunity that involves attending regular meetings (6 evening meetings per year) and working alongside fellow governors and school leaders. Full training will be provided to the elected candidate and you will be fully supported by the school throughout your term of office.

If you are interested in applying for this position, we kindly ask that you complete this [online application](#) form detailing your motivation for the role, your experience and professional skills and your personal attributes which would make you. The deadline for applications is 14th February 2025 and we will hold an election for candidates if there is more than one applicant after this date.

We look forward to receiving your application and thank you for considering this important role within our school community.

Yours sincerely,

Mr R Saunders
Chair of Governors

Mrs C Pilkington
Headteacher

Opening doors with learning, faith and care

Becoming a Local Academy Committee Member (Formerly School Governor)

Frequently Asked Questions

What do school governors do?

All governing boards, whether in the maintained or academy sector, and no matter how many schools they are responsible for, have three core functions:

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

Governors work with the headteacher and senior leadership team to drive the strategic development of the school and raise standards of achievement. Duties include setting the school's vision, aims and objectives, approving the school budget and appointing the headteacher.

Governors are there to provide oversight and accountability - they don't get involved in the day-to-day management of the school.

Governors must have the necessary skills and/or experience to be able to support and challenge the headteacher, and need to gain an understanding of the school's overall performance in order to explain its decisions and actions.

Legally, governing boards are corporate boards, so responsibility and the power to take action and make decisions lies with the board as a whole, not its individual members. Governors work as a team and make collective decisions.

The governing board should have an ethos of high expectations of everyone in the school community, including high expectations for behaviour, progress and attainment of all pupils, and for the conduct and professionalism of both staff and governors.

Governors need to be committed, have the inquisitiveness to question and analyse, and the willingness to learn. They need good interpersonal skills, an appropriate level of literacy and be sufficiently numerate to understand basic data.

You don't have to be a teacher or work in education to be a school governor.

What skills do I need?

All governing boards can benefit from expertise and experience in analysing data, budgeting, driving financial efficiency and performance management of staff and other employment issues. However, relevant skills may include important personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills.

The ability to work constructively within a committee structure is essential, and willingness to chair meetings and provide leadership is also welcomed.

All governors should:

- be prepared to contribute to discussions and offer challenge and support to the headteacher, but be sensitive to the pressures under which they work
- have an interest in education and the welfare of all children
- be willing to learn and attend relevant training
- have good interpersonal, teamwork and communication skills
- have a respect for confidentiality
- be committed to equality of opportunity
- be willing to fulfil their role with energy and enthusiasm and be able to commit to attend governors' meetings regularly.

What is the time commitment?

Local Academy Committees within the Mid-Trent MAT usually meet together twice per term (6 meetings per year). These usually take place in the evening and last no more than 2 hours.

You may also volunteer to work alongside a member of staff who has a specific responsibility, for example, safeguarding or special educational needs and disability to learn more about the school's work in this specific area.

Some members meet with school staff or visit the school to carry out their duties linked to their specific areas of responsibility and report back to board regarding these within meetings.

Do I need to be in school?

Governors need to know their school if accountability is going to be robust, and their vision for the school is to be achieved. Many governors find that visiting, particularly during the day, is a helpful way to find out more about the school. Through pre-arranged visits that have a clear focus, governors can see for themselves whether the school is implementing their policies and improvement plans and how they are working in practice. Visits also provide an opportunity to talk with pupils, staff and parents to gather their views, though are unlikely to be sufficient for these purposes.

Governors are not inspectors and it is not their role to assess the quality or method of teaching or extent of learning. They are also not school managers and should make sure they do not interfere in the day-to-day running of the school. Both are the roles of the headteacher. If governors wish to spend time within a classroom, they need to be very clear why they are doing so.

What training and support is available to me?

Training is available for all local academy committee members through online platforms and face to face training within the locality. A governor's information pack is available each which outlines key information for LAC members and provides easy to access information and advice to support them in their work.

There are also termly briefing meetings for chairs and vice-chairs of our Local Academy Committees which includes information on relevant national and local developments.

What's in it for me?

You will gain some valuable experiences that will have an impact on your personal and professional life. You will meet new people, develop teamwork skills and learn more about how schools work. You could gain experience in setting budgets, interviewing for staff or developing policies. If you eventually become a chair of governors, we provide support and training to develop your leadership skills and confidence.

Above all, you will have the satisfaction of knowing that you have made a real difference to the development of children, young people, the school and the local community.

Can anyone apply?

We are keen to ensure that the membership of our governing boards reflects the diversity of our school population, meaning anyone can apply to become a school governor.