



## QUEEN'S PARK HIGH SCHOOL

### **Governor Vacancies**

School Governors are essential to guide and monitor the Headteacher and Senior Leadership Team and in developing the school for the benefit of the students and its community.

There are the following vacancies at present:

- Parent Governor x 2 (nominations close 20<sup>th</sup> October 2020)

Parent Governor Downloads:

- Parent Governor letter (containing timelines)
- Governor Role Description
- Governor Code of Conduct
- Parent Governor Nomination Form

To request paper copies by post, please contact [d.helsby@qphs.co.uk](mailto:d.helsby@qphs.co.uk)

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Headteacher: Lyndsay Watterson MA NPQH





# QUEEN'S PARK HIGH SCHOOL

6th October 2020

## PARENT GOVERNOR RECRUITMENT

Dear Parent/Carer

Following the start of the academic year we are now looking to recruit two new parent Governors to join our ambitious governing body. Do you want to make a real difference by helping our school to improve further?

If the answer to the above question is a resounding yes, this letter may well be of interest to you and we would like you to read on!

### **So how can you help?**

School Governors are essential to guide and monitor the Headteacher and Senior Leadership Team as well as developing the school for the benefit of the students and its community. Nominations are therefore invited to fill these vacancies. Should we receive more nominations than the available vacancies, an election will be held.

### **What does the role of Governor involve?**

Governors have an important part to play in helping to maintain success and in raising school standards through their three key roles of setting strategic direction, ensuring accountability, and monitoring and evaluating school performance.

Vacancies for Governors do not always arise every year and the Governing Body welcomes interest from suitably motivated and committed individuals who believe they could make a positive difference and add real value to the school's current well-being and future development.

Other than being at least 18 years of age, there are no particular qualifications or requirements, except that at the time of the election you must be a parent of or have parental responsibility for a current Queen's Park High School student.

We have, however, through our Annual Skills Audit, identified human resources, health and safety and financial management as particular areas of expertise in which we would like to strengthen the Governing Body within this election. Parents with skills and experience in these areas are particularly encouraged to apply. Most importantly, we are looking for individuals with commitment, vision and energy, who can add real value to the school and all its stakeholders.

The Governing Body at Queen's Park High School now has greater responsibilities than ever before; it needs people of talent who can commit the time, in order to fulfil the role to the required standard. A full induction, regular on-going training and even peer mentoring will be provided throughout the first year.

Members of the Governing Body are asked to attend four meetings per term – the Full Governing Body meeting alongside three committee meetings, Achievement & Curriculum, Resources and Pastoral. The meetings are usually held on weekdays and typically run between 5pm and 7.30pm.

Subject to their work and other commitments, Governors may also participate in initiatives that link the skills and interests of individual Governors with specific curriculum areas or subjects. This may involve termly or more frequent meetings in school.

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From time to time, Governors may also be required to take part in interview panels for recruitment or disciplinary purposes. You will also be encouraged to regularly visit the School and to attend social events and some of the top quality musical and theatrical performances presented by the students, on a regular basis.

There is immense satisfaction to be gained from working alongside like-minded individuals on the Governing Body and influencing the future development and direction of our school. Want to know more or to simply discuss the job description for the role? If so, please contact the Chair of Governors, Mr Peter Burke, for more information or to simply arrange to meet for an informal chat via [p.burke@gphs.co.uk](mailto:p.burke@gphs.co.uk)

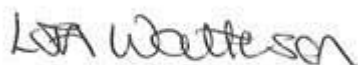
You can find more general information about the role of School Governor at <http://www.nga.org.uk/About-Us/Be-a-Governor.aspx>

### **Interested?**

Nominations are invited not later than 12:00 on Tuesday 20<sup>th</sup> October 2020. Forms can be downloaded from the Governors' Section of the school website or are available from Reception. All forms should be returned to the Clerk to the Governors (FAO D Helsby) via Reception.

Should we receive more nominations than the available vacancies, an election will be held. In this instance, the Election will be conducted electronically online. An email containing the link to the electronic ballot paper will be sent directly to you. Those for whom we do not hold current email addresses can request a hard copy ballot form to vote.

Yours sincerely



*Lyndsay Watterson*  
Headteacher and Returning Officer

### **ELECTION TIMETABLE**

Nominations close	12:00	Tuesday 20 <sup>th</sup> October
If no ballots required, results published on website	11:00	Wednesday 21 <sup>st</sup> October
If ballots required, ballot papers will issued		Wednesday 21 <sup>st</sup> October
Ballots will close	12:00	Wednesday 4 <sup>th</sup> November
Count	11:00	Thursday 5 <sup>th</sup> November
Result published on website	PM	Thursday 5 <sup>th</sup> November
Elected Governors training & induction		Up to Thursday 10 <sup>th</sup> December
Elected Governors attend first meeting		Thursday 10 <sup>th</sup> December

# Governor Job Description



## Purpose:

To contribute to the work of the governing body and be committed to improving education and ensuring high standards of achievement for ALL children and young people in the school by:-

- Setting the school's vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its students
- Overseeing the financial performance of the school and making sure its money is well spent.

In addition, Governors are expected to support the Headteacher and staff with the appropriate advice and guidance.

## Term of Office:

The term of office for all categories of governor is a fixed period of four years.

## As part of the governing body team, a governor is expected to:

1. Contribute to the strategic discussions at the appropriate governing body committee and full governing body meetings which determine:
  - the vision and ethos of the school
  - clear and ambitious strategic priorities and targets for the school
  - that all children, including those with special educational needs, have access to a broad and balanced curriculum
  - the school's budget, including the expenditure of the student premium allocation.
  - the school's staffing structure, succession planning and key staffing policies
  - the principles to be used by school leaders to set other school policies.
2. Hold the senior leaders to account by monitoring the school's performance, this includes:
  - agreeing the outcome from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan.
  - considering all relevant data and feedback provided on request by school leaders and external sources on all aspect of school performance.
  - asking challenging questions in a constructive way of school leaders.
  - ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
  - ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies and procedures.
  - acting as a link governor on to a designated department, making relevant contact, and reporting to the governing body on their involvement.
  - listening to and reporting to the school's stakeholders; students, parents, staff, and wider community, including local employers.

3. Ensure that best value is secured from available resources and that school staff have as much support as possible to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD, and suitable premises, and that the way in which those resources are used has impact.
4. When required, serve on committee panels to:
  - Consider key aspects of the work of the school
  - Appoint the headteacher and other staff.
  - Hear the second stage of staff grievances and disciplinary matters.
  - Hear appeals about student exclusions.
  - Hear Teachers' Pay Appeals.

In order to perform this role well, a governor is expected to:-

- act in the best interest of all the students at the school.
- regularly attend meetings (normally held from 4.30/5pm to 7.30pm on weekdays) and read all the relevant papers before the meeting. If it is not possible to attend in person, either virtual attendance (where possible and agreed in advance with the Chair) or the provision of a written commentary and opinions in advance, to be read out by the clerk at the meeting, is expected.
- behave in a professional manner, as set out in the governing body's code of conduct, including acting in strict confidence.
- treat all staff, students and fellow governors with courtesy and respect
- get to know the school, by visiting the school occasionally during the school hours, and gain a good understanding of the school's strengths and weaknesses.
- take responsibility for ensuring they have the knowledge and training necessary to perform effectively including completing a Skills Self-assessment, attending induction training and regular relevant training and development events, undertaking personal research (eg school performance) and pro-actively seeking advice and information from the Head teacher, Clerk, other members of staff or fellow governors as required.
- participate in an annual review of performance and contribution undertaken by the Chair of Governors
- keep up-to-date with education policy.

# Governors Code of Conduct

Updated September 2019



This code sets out the expectations on and commitment required from school governors, of Queen's Park High School in order for the local governing body (LGB) to properly carry out its work within the school and the community.

## The Local Governing Body has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school.
- Agreeing the school development plan with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

## As individuals on the Local Governing Body we agree to the following:

### Role & Responsibilities

- We understand the purpose of the LGB and the role of the headteacher.
- We accept that we have no legal authority to act individually, except when the LGB has given us delegated authority to do so, and therefore we will only speak on behalf of the LGB when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the LGB or its delegated agents. This means that we will not speak against majority decisions outside the LGB meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.

- In making or responding to criticism or complaints we will follow the procedures established by the LGB.
- We will actively support and challenge the headteacher.

### Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the LGB, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the headteacher and undertaken within the framework established by the LGB.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the LGB, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Edubase).

### Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other LGB members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the trust, the local authority and other relevant agencies and the community.

### Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a LGB meeting.
- We will not reveal the details of any LGB vote.

## Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the LGB's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the LGB.

## Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the LGB will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another LGB member, such as the vice chair will investigate.

## The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

- **Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** - Holders of public office should promote and support these principles by leadership and example.





# QUEEN'S PARK HIGH SCHOOL

## MEMBERS OF THE GOVERNING BODY

<b>Headteacher</b>		<b>Staff Governor</b>		<b>Parent Governors</b>		
	<b>Lyndsay Watterson</b> Headteacher		<b>Jill Cutler</b> Term of Office ends 08.12.2020		<b>Peter Burke (Chair)</b> Term of Office ends 25.01.2024	<b>Ben McGrath (Vice-Chair)</b> Term of Office ends 11.10.2021
<b>Parent Governors</b>						
	<b>Hannah Wilson</b> Term of Office ends 30.03.2024		<b>Hannah Wehbeh</b> Term of Office ends 30.03.2024		<b>Vacancy</b>	<b>Vacancy</b>
<b>Co-opted Governors</b>						
	<b>Kayte Parlevliet</b> Term of Office ends 25.01.2024		<b>Sue Pearson</b> Term of Office ends 17.01.2021			