

Friday, 07 February 2020

Dear Parent/Guardian

We Are Looking for A New Parent Governor

We currently have a vacancy for one parent governor on the Governing Body, which is open to all parents and guardians of children in this school. Being a governor will afford you the opportunity to help shape and guide the progress of Iqra Primary School.

According to our last Ofsted Report, we are a Good School, with outstanding features and have since then thrived to make our teaching an outstanding experience for our pupils. This could not be achieved without the on-going active engagement of parents and guardians, so we can build further on what has been achieved already.

We are especially looking for people with any of the following skills; financial, ICT, statistical, analytical and or strategic.

Below you will find some further information about being a governor but if you have any questions please feel free to contact us. We would really cherish your involvement and would be very open to discussing how you might be able to add your weight to our efforts. Please feel free to email us on pa@iqra.slough.sch.uk.

If you wish to stand as a candidate for this interesting and challenging position, please complete and return the following form in a sealed envelope to the school office (marked Parent Governor Nomination Form) to arrive no later than **3pm on Friday 28th February 2020**.

This should include:

- ✓ A completed Nomination Form
- ✓ A small photograph of yourself
- ✓ A short statement about yourself (including reasons why you wish to become a school governor and how you can contribute to the work of the Governing Body)

Eligibility to Stand

All parents and guardians of children at the school are eligible to stand as candidates in the election EXCEPT:

- If he/she is an elected member of the local education authority; (local councillor)

- If he/she is paid to work at the school for more than 500 hours in any 12-month period beginning on 1st August and finishing on 31st July (during one academic year)

If there is more than one candidate, an Election will be held.

Eligibility to Vote

Each parent/guardian will have one vote for every parent governor vacancy.

If more than 2 candidates are nominated, we will notify all parents/guardians about the election process.

Yours sincerely



Zafar Ali
Chair of Governors

Website Copy

Some Questions and Answers for Prospective Parent Governors

What is the composition of the Governing Body?

There is one governor appointed by the local authority, two parent governors, two staff governors including the Headteacher and six Foundation governors appointed by the Trustees. A list of governors is posted in the school website.

How much time will it take up?

Meetings of the Governing Body are held once a term from 10.15am to 11.30am. Committees usually meet once a term, from about 10am for an hour or so. There are occasional training sessions held on a Saturday on specific topics. You will need to spend some time reading the Agenda, the Minutes and other papers to prepare for a meeting. Governor appointments are for a period of four years. There may be additional meetings due to special circumstances. We hope governors will attend a visit to school to conduct learning walks.

Can I get help with Child-minding costs?

Yes. If you need to employ a child-minder for any evening meeting, then you can claim some of the costs back from the school.

Can I get help to understand what happens at meetings?

Yes. The Chair will meet new governors before their first meeting to talk through the Agenda. If you feel it would be helpful, we could provide you with another governor as a "mentor" to help you through the first few meetings. The excellent induction training provided by the local authority will help you to understand how governing bodies operate.

Do I get paid for being a Governor?

No. All school governors are unpaid volunteers.

What do Governors actually do?

Governors are responsible for the strategic direction of the school: they make long term decisions about the progress and development of the school. Governors help to appoint the senior staff, they make decisions about the school's budget, they decide on policies for every aspect of the school and they set targets for pupil achievement and attendance. Governors ensure that the school provides the highest standard of education for every child.

Can I talk to parents or other people about what goes on in meetings?

You can talk about matters in a very general way, but you must not identify any individual member of staff or any child. As the Governing Body act as a “corporate body” you cannot talk about any differences of opinion during the meeting, you can only report the final decision of the Governing Body. Part of the Agenda is strictly confidential (it covers discipline, exclusions and similar items) and you must not talk about **anything** discussed in that section. Governors are asked to sign a Code of Conduct that will be explained at your first meeting.

What are the benefits of becoming a Governor?

You will learn how the school manages its budget, personnel and buildings and how school policies are developed.

Are there restrictions on becoming a Governor?

Governors must be over 18 years of age; not be bankrupt, or have served a long prison sentence nor have been disqualified from working with children. All governors are required to sign a declaration to this effect and a DBS will be carried out.

If I enjoy being a Governor here, can I become a Governor of other schools?

Yes, you can be a member of another school Governing Body, but you cannot be a member of more than two Governing Bodies.

The Chair of Governors, Mr Zafar Ali, is holding a session at the school on Monday 24th February at 2pm to meet with any individual wishing to stand. The Chair will go through what is involved and answer any questions. It is recommended you attend this meeting.



We Learn, We Lead, We Inspire

NOMINATION FORM

I would like to nominate myself
(Name)

Address:
.....
.....

Telephone:

As a Parent Governor at Iqra Primary School.

I am a parent/guardian of:
(Name of child and class)

Signature:

Do you consider yourself to have a disability? Yes/No

If yes, please specify

All new Governors are required by law to undergo a check on their suitability to serve. This will be a DBS check and a check against the "Barred List", which is a list of people, whose employment has been barred or restricted either on grounds of misconduct or for medical reasons.