

# Ambleside CE Primary School

Part of the Good Shepherd Multi Academy Trust

Company Number 9341374



## Policy on the Recruitment of new members of the Local Governing Body

Originated: Local Governing Body

Date of adoption/review: 19th May 2015

Date when next review due: Summer 2 2016 (Term half/Year)

THIS VERSION: OCTOBER 2017





## **Are you considering whether to become a local governor?**

### **Could you help set our school's direction, monitor its performance and ensure that its budget is properly managed by joining the Local Governing Body?**

#### **1. What is the Local Governing Body?**

The local governing body is the strategic decision-making body in each academy. Whilst major policy is set by the Board of Directors of the multi academy trust, most decisions are delegated to the local governing body of the school, which is technically a sub-committee of the Board. It has a crucial role in making sure every child gets the best possible education.

Governing bodies:

- set the school's strategic direction
- hold the headteacher to account for a school's performance
- ensure that the school's budget is properly managed

Our school became an academy with the [Good Shepherd Multi Academy Trust](#) on 1st October 2015.

We meet as a full body twice a term. In addition, each governor agrees to commit to one of two main committees, Curriculum (mainly concerned with pupil performance and what is taught) or Asset Management (mainly to do with staffing, finance and premises). These committees meet once a term to look at more detailed aspects of the work of the school and make decisions. At present, all our meetings are scheduled for 2 hours from 6.00pm on Tuesdays. Other commitments will also be expected. See section 6.

#### **2. How can I get involved?**

Governing bodies need committed and enthusiastic people with relevant skills. Training is available and there are many sources of advice and support.

Governors are volunteers, but can receive 'out of pocket' expenses.

Information and resources for governors are available from the [National Governors' Association](#). The Department for Education also offers information and guidance including the [Governance Handbook](#) which explains the role of governors. The [Diocese of Carlisle](#) provides information on governance of its Church Schools. As a governor within the Diocese of Carlisle, we have membership and are able to access online training from [The Modern Governor](#).

### **3. Who are the school's local governing body members?**

In total, we have 12 local governors. These are made up of the following:

- 7 Foundation members, appointed by the Diocese and Directors of the Good Shepherd Multi Academy Trust (TGSMAT) on the recommendation of the PCC, one of whom is ex-officio the Principal Officiating Minister of the Parish
- 2 Parent members, elected from parents of children at the School
- 1 Staff member, elected from the staff of the school
- The Headteacher
- 1 Community member (this post was created and filled by the existing Local Authority Governor on becoming an academy).

Foundation members have a particular duty to uphold the Christian character of the school.

### **4. How are vacancies advertised and filled?**

For foundation members, the PCC will be informed that there is a vacancy and be asked to consider who might be interested and make a good local governor. The Local Governing Body regularly reviews its own effectiveness and carries out skills audits of its members. If a particular skill is being sought at the time, this will also be considered by the PCC in their deliberations about possible members. The PCC then recommend appointments to the Good Shepherd Multi Academy Trust's board of directors, who have the final say in who becomes a foundation member.

Parent members are sought from parents of children in the school. Parents are written to telling them about the vacancy. If they are interested they are asked to write a short statement about themselves and why they wish to be a local governor. This statement is circulated to all the parents. Assuming there are more candidates than places, an election is held amongst parents of children at the school by secret ballot.

The staff member is elected in a similar way by all members of staff employed directly by the school.

The Community member is appointed by the Good Shepherd Multi Academy Trust on the advice of the Local Governing Body.

All local governors serve for an initial period of 4 years. Parent, staff and Headteacher members cease to be local governors if they, or in the case of parent members, their children, leave the school.

## **5. What to do if I am interested in becoming a member of the Local Governing Body?**

Find out as much as possible about the role following the links in this document.

Visit the school and meet the Headteacher. Have a look around and find out how you could best serve the school.

Meet with a member of the Local Governing Body - this might be the governor with responsibility for Induction and Training, the Chair or Vice Chair, or any other governor you might already know.

## **6. Minimum Expectations of Local Governors**

### **6.1 Meetings**

- Attend Local Governing Body and one of the two main Committee meetings, and send apologies if unable to attend.
- Be an active member of at least one of the main two committees.
- Prepare for meetings by reading the agenda and relevant papers beforehand.
- Participate as appropriate in general discussions, making contributions, and asking questions to clarify or challenge.
- Report back on monitoring visits to school according to the "Policy on Visits to School by Governors".
- Be familiar with policies and key documents, especially Local Governing Body and Committee remits, the school ethos, School Improvement Plan and Self Evaluation documents.
- Access the [School's website](#) regularly to keep up with events and information. Members of the Local Governing Body also have password protected access to a special area of the website.

### **6.2 Designated Responsibilities**

- All members of our Local Governing Body agree to undertake particular designated responsibilities. We aim to share out these responsibilities to spread the work between all members of the Local Governing Body, accepting that some members are able to commit more time than others and that it is easier for some than others to give time during the school day. See the document "Guidance on Governors' Specific Roles".

### 6.3 Training

- Familiarise and prepare yourself for the role by reading around relevant articles, e.g. from the Local Authority (LA), the Good Shepherd Multi-Academy Trust (GSMAT) which we joined as an academy on 1st October 2015, the Department for Education (DfE), the Office for Standards in Education (Ofsted) and our own School Policies.
- Attend Local Governing Body training events, in particular an Induction course for new Governors.
- Attend individual training events or engage in online training modules where gaps in knowledge and/or experience exist.

### 6.4 General

- Familiarise yourself with the school by supporting school events for example concerts, sports activities, assisting with school trips or other pupil activities.

***This document contains internet links as follows. These load relevant web pages by Control+Click. Alternatively, the links point to web addresses as follows:***

[Good Shepherd Multi Academy Trust](http://www.thegoodshepherdmat.co.uk/)

<http://www.thegoodshepherdmat.co.uk/>

[National Governors' Association](http://www.nga.org.uk/Be-a-Governor.aspx)

<http://www.nga.org.uk/Be-a-Governor.aspx>

[Governance Handbook](https://www.gov.uk/government/publications/governance-handbook)

<https://www.gov.uk/government/publications/governance-handbook>

[Diocese of Carlisle](http://www.carlisediocese.org.uk/our-diocese/schools/governors.html)

<http://www.carlisediocese.org.uk/our-diocese/schools/governors.html>

[The Modern Governor](http://www.moderngovernor.com/)

<http://www.moderngovernor.com/>

the [School's website](http://www.ambleside.cumbria.sch.uk/)

<http://www.ambleside.cumbria.sch.uk/>