



WEST GRANTHAM

Church of England Secondary Academy

19 April 2024

Dear Parent/Carer

The local governing body of your academy has **2** parent vacancies and is looking for parents/carers who are interested in this role to stand for election. The term of office for a governor is four years, however you can resign at any point.

What are the benefits of being a parent governor?

- ✓ Rewarding both personally and professionally
- ✓ Provides the opportunity to work as part of a team
- ✓ Build skill set e.g. strategic thinking, communication, decision making,
- ✓ Be part of the wider school community.

To be eligible to stand you will need to have a child at the school and not be employed for more than 500 hours by the school or Local Authority. The most important aspect is that you have a keen interest in the school and are prepared to play an active role in the work of the local governing body.

What skills are the local governing body looking for?

The governing body is looking for parents/carers who have the skills required to contribute to effective governance and the success of the academy. We would specifically welcome nominations from parents/carers with the following skills:

- A strong commitment to being a governor, including dedicating time regularly during each term and throughout the year to carry out the role
- Good interpersonal skills
- A strong commitment to making sure there are high aspirations for all students and a commitment to achieving the best outcomes for all
- Have the ability and confidence to question and analyse professionally, whilst remaining impartial to your own situation, with a willingness to learn and develop
- Understand the vision and value of the academy and their implications for the way it is governed

What is involved with the role?

In a Multi Academy Trust the Local Governing Body are responsible for a range of strategic matters that are delegated to them by the Directors of the Trust. These include Monitoring and Evaluation of the standard of Education provided by the academy and Ensuring Accountability in various areas. Duties also include management of the academy budget, preparation for Ofsted inspection and the formulation of post-Ofsted Action Plans and involvement in a variety of personnel and pupil issues.

The governing body works together as a group and meets **3** times per year. If you are thinking of standing as a governor, remember that you will need to attend these meetings, plus committee meetings during each term.

There is an expectation within our code of conduct that each governor will become a member of a committee and will take on additional responsibilities as a link governor.

In your role as an academy governor, you will be supported in these duties by other experienced members of the governing body, the Principal, Clerk to the Governors and the Diocesan Multi Academy Trust.

The Process/ How can you apply?

If you would like to be nominated as a parent governor, you need to:

- (a) Check that you are eligible by reading and signing the enclosed eligibility criteria. Only the reasons stated within the eligibility criteria determine your suitability to become a governor. Minor offences, not listed within the eligibility criteria, may not necessarily affect your eligibility.
- (b) Once you are satisfied that you are eligible to become a governor, please complete the nomination form.
- (c) Ask two other parents/carers from different families, who also have children at the academy, to each sign one of the boxes 1 and 2 (one to propose and one to second your nomination).
- (d) Include a statement, **up to 80 words**, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- (e) Each nomination must be received by the Clerk by 10.00am on **Friday 24 May 2024**. It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand or returned electronically to the Returning Officer – Julie Swatton, jswatton@wgacademy.org.uk.
- (f) The school will notify the Trust Support Team of any conflicts of interest prior to an election taking place. Following this the school will hold an election.
- (g) Once the election is complete, the application of the successful candidate will be circulated around the MAT Board of Directors for approval. Once approval has been sought, you will be informed.

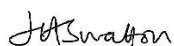
Your nomination should be acknowledged by the Returning Officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the academy. If there are more nominations than vacancies the election will be by a ballot and details will be sent out if required.

All new and re-appointed academy governors are required to complete a declaration of eligibility form and have their identity verified, prior to confirmation of their appointment or re-appointment. New governors also have to undertake a DBS check with the academy. An Enhanced DBS Check covers both spent and unspent convictions as well as cautions, warnings and reprimands. This is compulsory for anyone working with Children.

If you have any further queries about the role of parent governor, please contact the Principal, the Clerk, other members of the academy governing body or The SNMAT Trust Support Administrator.

Hard copies of the eligibility criteria and nomination form are available from the main office or can be posted at request.

Yours sincerely



Julie Swatton
Clerk to the Governors and Returning Officer



Nomination Form

Election of a Parent Governor

The West Grantham Church of England Secondary Academy

Full name of nominee (block capitals)				
Address and postcode				
Title (Mr/Mrs/Miss/Ms etc)				
Email address				
Parent of				
Class				
In the event of a ballot being needed, please indicate if you wish your address to be shown on the ballot form	Yes		No	

Full name of proposer (block capitals)				
Title (Mr/Mrs/Miss/Ms etc)				
Parent of				
Class				
Signature				

Full name of proposer (block capitals)				
Title (Mr/Mrs/Miss/Ms etc)				
Parent of				
Class				
Signature				

If you wish, enter brief personal details of not more than 80 words (see covering letter)

Conflicts of Interest

For transparency purposes, do you have any personal or business connection to any employee or governor at the academy? If so, please provide details.

Comments by Chair of Governors and Principal

Signed:

Date:

Please complete and return your Nomination Form and Declaration of Eligibility, in a sealed envelope marked 'Nomination for Parent Governor' to Julie Swatton, Returning Officer, or return them electronically to jswatton@wgacademy.org.uk by 10.00am on Friday 24 May 2024.



**Southwell & Nottingham Multi Academy Trust
Declaration of Eligibility to Serve as a Parent Governor**

Name of Nominee:

Declaration of Eligibility:

Eligibility Criteria	Assessment YES or NO
Are you aged 18 or over at the date of this election or appointment?	
Have you been disqualified as a governor for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? <i>Note: This does not apply to Headteachers</i>	
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?	
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?	
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?	
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?	
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody?	
Are you included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?	
Are you subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?	
Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?	
Are you disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?	

<p>Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?</p>	
<p>Have you, in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?</p>	
<p>Have you, in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?</p>	
<p>Have you, at any time, received a prison sentence of five years or more?</p>	
<p>Have you within the last five years caused a nuisance or disturbance on school or educational premises, which would breach the governors code of conduct? Have you been fined for this?</p>	
<p>Are you employed to work at the academy or on a contract for services at the academy and work for more than 500 hours a year?</p>	
<p>I have read the summary of regulations above and confirm that I am not disqualified from serving as an academy governor. In the event that I am appointed as an academy governor I will notify the governing body immediately, should I become disqualified during my term of office. I understand that it is an offence to serve as an academy governor whilst disqualified.</p> <p>I agree to the information given on this form being recorded and used in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.</p> <p>Signed.....Date.....</p>	

GOVERNORS CODE OF CONDUCT

This code sets out the expectations on and the commitment required from governors, in order for the Local Governing Body to properly carry out its work within the partner academy, the Multi Academy Trust and the community.

Governors have a general duty to act with integrity, objectivity and honesty in the best interests of the academy at all times. In the Trust there is also an expectation that the academy will conduct itself in a way that is in accordance with its ethos statement. Mindful of their responsibilities, governors will strive to discharge their duties in a manner that upholds and demonstrates Christian values in the academy, the local community and the wider educational community. Governors actions should at all times reflect their responsibility to promote high standards, ensure that pupils attend a successful academy and secure the Christian ethos of the academy. Governors should consider carefully how their actions both corporately and individually will be perceived by all stakeholders.

The following is not a definitive statement of the responsibilities of a Local Governing Body but is concerned with a common understanding of the broad principles by which the Governing Body and individual governors will operate.

Core Strategic Role of the Governing Body/Board

1. **Ensuring clarity of vision, ethos and strategic direction by:**
 - Setting the vision, values, and objectives for the partner academy
 - Agreeing the partner academies improvement strategy with priorities and targets
 - Meeting statutory duties.
2. **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff by:**
 - Appointing the Headteacher (as per scheme of delegation)
 - Monitoring progress towards targets
 - Performance managing the Headteacher
 - Engaging with stakeholders and ensuring the voices of stakeholders are heard
 - Contributing to the partner academies self-evaluation.
3. **Overseeing the financial performance of the organisation and making sure its money is well spent by:**
 - Setting the budget
 - Monitoring spending against the budget
 - Ensuring value for money is obtained
 - Ensuring risks to the organisation are managed.

The following information about each governor/associate member will be published on the partner academies website:

1. Full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing body's instrument of government)
2. business and financial interests relevant to the role of academy governor
3. governance roles in other educational institutions
4. any material interests arising from relationships between governors or relationships between governors and academy staff (including spouses, partners and close relatives)
5. attendance record at governing body and accountability panel meetings over the last academic year,
6. details of the structure and responsibilities of the governing body and its accountability panel, and
7. the academy is also required to submit personal information about governors to the Department of Education's national database of governors (Get Information About Schools – GIAS) some of which will be publicly available. (The Trust Support Team at SNMAT is responsible for this).

The Governing Body accepts the following principles and procedures:

Role & Responsibilities

1. We understand the purpose of the governing body and the role of the Headteacher and accept that our role is strategic and will not therefore involve ourselves in the day to day management of the partner academy.
2. We accept that we have no legal authority to act individually, except when the SNMAT board has given us delegated authority to do so (as detailed in the scheme of delegation or evidenced in full governing body minutes), and therefore we will only speak on behalf of the governing body when we have been authorised to do so.
3. We accept collective responsibility for all decisions made by the SNMAT board or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting, including by the use of any social media.
4. We have a duty to act fairly and without prejudice.
5. We accept that all governors have equal status although appointed by different groups, (e.g. parents, staff, local churches, Multi Academy Trust/Sponsor) our overriding concern will be the welfare of the academy as a whole- where necessary staff governors or volunteers will seek to maintain separation of roles.
6. We will encourage open governance and be prepared to answer questions from other governors in relation to delegated functions, acknowledging the time, effort and skills that have been committed.
7. We will consider carefully how our decisions may affect the community and other academies and will act appropriately upholding the academies reputation in our communications.
8. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our academy and the Trust. Our actions within the academy and the local community will reflect this.
9. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the SNMAT Complaints Policy.
10. We will actively support and appropriately challenge the headteacher.
11. We will follow the academy and SNMAT policies and procedures as well as adhering to regulations applying to academy governance including equality legislation.

Commitment

1. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
2. We will prepare well for our meetings having read the papers presented and be equipped to positively contribute to the meeting.
3. We will each involve ourselves actively in the work of the governing body, accept our fair share of responsibilities, including service on the accountability panel or working groups.
4. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
5. We will get to know the academy well and respond to opportunities to involve ourselves in academy activities.
6. We will undertake our fair share of our role to monitor by visiting the academy, with all visits arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the Headteacher. We will complete a record of each visit we undertake which will be shared with the Full Governing Body.
7. We will consider seriously our individual and collective needs for training and development and will undertake relevant training.
8. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the academy's website.

Relationships

1. We will strive to work as a team in which constructive working relationships are actively promoted.
2. We will express views openly, courteously and respectfully in all our communications with other governors and staff.
3. We will support the Chair, Vice Chair and other governor colleagues in their role of ensuring appropriate conduct both during meetings and at all other times.

4. We are prepared to answer queries from other governors in relation to delegated functions and consider any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
5. We will seek to develop effective working relationships with the Headteacher, staff and parents, the Trust, local authority and other relevant agencies/partners and the community.

Confidentiality

1. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside the academy, including by the use of any social media.
2. We will exercise the greatest prudence at all times when discussions regarding academy business arise outside a governing body meeting.
3. We will not reveal the details of any governing body vote.
4. We will ensure confidential papers are securely held and disposed of in line with academy procedures.
5. We will maintain confidentiality even when we are no longer a governor at the partner academy.

Conflicts of interest

1. 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 governing bodies 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 academy's website.
2. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
3. 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 governing body by such group (e.g. parent or staff governors).

Breach of this Code of Conduct

1. Governing bodies should ensure that prior to appointment (or as soon as possible thereafter), all new governors/associate members agree to the expectations for behaviour and conduct, as set out in this Code of Conduct, and that the governor understands the circumstances in which the governing body may suspend or remove a governor. The governing body will provide support to a new governor/associate member via good induction, training and mentoring and any potential issues will be addressed promptly.
2. If we believe this code has been breached, we will raise this issue with the Chair and the Chair will make SNMAT aware of this. The suspension/removal of a governor will take place as a last resort after seeking to resolve any difficulties or disputes informally. The responsibility for the suspension/ removal of a governor can only be undertaken by the SNMAT Board of Directors, as the appointing body, in accordance with the regulations and cannot be delegated elsewhere. The Chair will seek advice from SNMAT should a governor be considered for suspension/removal.
3. Should it be the Chair that we believe has breached this code, SNMAT must be informed and will determine the action to be taken.
4. All governors will adhere to the principles as detailed below:

The Seven Principles of Public Life (The Nolan Principles)

- 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.

Declaration

As a member of the Governing Body I will always have the well-being of the children, staff and the reputation of the academy at heart. I will do all I can to be an ambassador for the academy, publicly supporting its aims, values and ethos. I will never say or do anything publicly (including by the use of any social media), which would embarrass the academy, the Governing Body, the Headteacher, staff, the Trust or any other member of the academy community. I understand that I must declare business/personal interests and this information will be published on the academy's website along with my name, details of my term of office and responsibilities as a governor. Failure to reveal this information may be judged as bringing the Governing Body into disrepute and could lead to my suspension or removal as a governor.