

15 September 2023

Dear parent/carer

Parent governor vacancy

A parent governor is required to fill a vacancy on the governing board of Sphere Federation. The schools in the federation are Moortown Primary School, St James' CE Primary School and Scholes (Elmet) Primary School.

Our constitution requires us to have two parent governors, who work alongside co-opted governors and staff governors.

What does a governor do?

The governing board has three core functions:

- ensuring clarity of vision, ethos and strategic direction;
- holding executive leaders to account for the educational performance of each school and its pupils, and the performance management of staff; and
- overseeing the financial performance of each school and ensuring money is well spent.

Our duties include: setting the school vision and holding senior leaders to account as to whether the vision is being achieved; monitoring test results; reviewing the results of parent/carer, children and staff surveys; and reviewing budgets.

We do not get involved in day-to-day management of the school. Our role is strategic, rather than operational.

What qualifications and skills are needed?

The most important qualities are dedication, commitment, enthusiasm – and time to commit to the role.

No special qualifications are needed other than a **commitment** to the three schools and **time** to spare.

Essential skills include being able to build relationships with a range of people; work as part of a team and question and challenge.

The current governing board has a wide range of skills and backgrounds, including law, accountancy, health and safety and data protection. We carry out routine audits to ensure we have a range of skills.

Time to commit to the role is something that applicants sometimes fail to appreciate. We would particularly welcome applicants whose personal circumstances allow for flexibility, including applicants who are likely to be available at short-notice for school inspections.

How much time will the role take?

Our governing board expects governors to:

- attend six meetings of the full governing board every year (three on Zoom, one at each of the three schools). Ahead of meetings, governors are required to read the papers and submit questions in advance
- carry out at least three monitoring visits per year, with each governor allocated a strand or subject to monitor
- undertake at least three hours of training each year

Training and support will be available to help you develop into this role. This will include compulsory external induction training and in-house mentoring and support.

Can anyone apply?

Sphere Federation and all its personnel are committed to safeguarding. All governor appointments are subject to a valid enhanced DBS check.

Some people are not eligible to serve as a school governor and elected governors will be asked to complete a self-declaration to confirm they are eligible to serve. For example, people who are subject to bankruptcy orders cannot apply. A full list of disqualifying factors can be found using the link below:

<http://www.legislation.gov.uk/ukxi/2012/1034/schedule/4/made>

What happens next?

Parents or carers who are interested in the role should submit an expression of interest including a personal statement by no later than 22 September 2023. Please use [this form](#).

Each person who submits an expression of interest will have the opportunity to speak to a governor to discuss the role in more detail.

- **If only one nomination is received**, that person will automatically be appointed as parent governor.
- **If more than one expression of interest is received**, we'll hold an online ballot of all parents/carers. In the case of a ballot, each personal statement provided on the expression of interest form will be sent to all parents/carers to aid the voting process. Personal details will not be included (ie any identifiable details will be removed).

Please do give some thought to standing as a parent governor.

Best wishes

Rachel Cooper
Chair of Governors

David Roundtree
Head of Federation