

Letter from Chair of LGC to Staff (on school headed paper)

Dear Colleague

There is currently a vacancy for a staff representative on the Local Governance Committee of (insert name of school). As a member of staff employed to work at our school we invite you to put your name forward for consideration.

Staff Representative Governor

This is a person currently working in the school as a teacher and/or as a member of the support and non-teaching staff, and who is elected by staff members of that school to give a staff perspective in discussions and decisions. In addition, it would be expected that staff representative governors bring a range of skills that will help them to contribute effectively to the work of the Local Governance Committee.

The Role of Staff Representative Governor

These individuals have three main functions:

- Making sure there is clarity in the vision, ethos and strategic direction of the school
- Holding the headteacher to account for the educational performance of the school and performance management of the staff
- Making sure the school spends its money effectively.

The role of a governors is:

- A 'thinking and questioning' role – not a 'doing' role. The headteacher and staff are employed to do that.
- To get to know the school by understanding its strengths and areas for development.
- To commit to the time required to undertake the role, which will equate to approximately 20 days per school year.
- To always act in the best interests of **all** pupils in the school to improve their outcomes.

The expectations of governors have increased and it is important to understand that in order to contribute effectively, all governors will be expected to:

- Be committed to upholding the ethos and values of the school, and the Oak Partnership Trust
- Attend and contribute to meetings of the Local Governance Committee
- Attend induction training as soon as practicable after appointment, and to attend further training as required
- Visit the school once a term to monitor the School Development Plan
- Analyse information, make observations and be pro-active in seeking ways in which the school could further enhance outcomes for pupils.
- Engage in constructive discussions that will involve questioning and challenging points of view.
- Review and agree policies and guidance, ensuring that the school is working effectively within legal frameworks.

- Sign the code of conduct approved by the Local Governance Committee and abide by its contents at all times.

The procedure for recruiting a Staff Governor Representative is as follows:

- A letter is sent inviting nominations from staff working at the school.
- Candidates complete the nomination form and submit a brief summary of their knowledge and experience in areas that can contribute to effective governance, outlining their suitability for the role (100 words maximum).
- Where the number of candidates is greater than the number of vacancies, all staff will be invited to cast a vote in a secret ballot to decide the person who, in their opinion, is the most suitable candidate for the role.
- In the event of a ballot, the summary will be distributed to all staff in the school to help them make an informed choice when voting.

If you would like an opportunity to discuss the role in further detail, please contact me via the school office and leave a telephone number where I can contact you.

If you are interested in becoming a Staff Governor Representative for this school please complete the attached nomination form and return it to the Clerk to the Local Governing Board no later than 12 noon on **(insert date)**.

Yours sincerely

Insert Name
Chair of Governors

Nomination Form (on school headed paper)

Election for a Staff Governor Representative at (insert name of school)

I, **(full name in block capitals)** wish to stand for election as a Staff Governor Representative and to be a candidate if an election is necessary.

I have read the rules regarding the eligibility to become a governor (sent to me) and can confirm that I am eligible to serve.

I employed in the school as a

Please summarise (in no more than 100 words) your suitability for the role and why you wish to become a Staff Governor Representative.

Please give details of your experience and knowledge in the following areas that will contribute to effective governance. If you have none in a particular area please indicate as these are not essential, but useful to the Local Governance Committee in utilising your skills and knowledge effectively, should you be successful:

At this time your Local Governance Committee is particularly interested in recruiting Staff Governor Representatives with skills in these areas: **XXXXXXXXXXXXXXXXXXXX**

Area of Expertise	Details
Education	
Health & Safety	
Special Educational Needs and Disability	
Finance	
Human Resources	
Project Management and Organisational Skills	
Equalities and Diversity	
Law and Regulations	
Information Technology	
Links with/knowledge of the local community	

Signed: Date:

Please return this form to the Clerk to the Local Governing Board, c/o the School Office, not later than 12 noon **on (insert date).**

Qualification and Disqualifications regulations in becoming a Governor in Academy

A governor must be aged 18 or over at the time of their election or appointment. A registered pupil of the school cannot be a governor. A person cannot hold more than one governorship at the same school.

A Person is disqualified from holding or from continuing to hold office as a governor or associate member if any of the following apply:

- They are under 18 at the time of their election or appointment.
- They already hold another governor post at the same school at the same time.
- They are disqualified from holding or continuing to hold office as a governor of a school under the date immediately after the 5th anniversary of the date of their removal as an elected parent or staff governor.
- Are detained under the Mental Health Act 1983;
- Have failed to attend meetings for six months;
- Are subject to a bankruptcy restrictions order or an interim order, debt relief restrictions order or interim debt relief restrictions order.
- Have had their estate sequestered and the order has not been discharged, annulled or reduced;
- Are subject to a disqualification order or disqualification undertaking under companies legislation or an order concerning insolvency;
- Have been removed from the office of trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of misconduct or mismanagement, or under Section 34 of the Charities and Trustee Inv or from being concerned in the management or control of any body;
- Are included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- Are barred from any regulated activity relating to children;
- Are subject to a direction of the Secretary of State under section 128 of Education Act 2008;
- Are disqualified from working with children or from registration for child minding or providing day care;
- Are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- Have been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor, or since becoming a governor;
- Have received a prison sentence of 2 years or more in the 20 years before becoming a governor;
- Have at any time received a prison sentence of five years or more;
- Have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- Refusal of a request from the clerk to apply to the Disclosure and Barring Service for a criminal records check.