To whom it may concern

**Re: Co-opted Governor vacancy**

Having completed a skills audit of the Governing Body, we have identified the skills gaps and are now in the process of looking to appoint **Co-opted Governors**. The governing body, when it is complete, will be made up of 10 Governors.

Co-opted Governors have a **four** year term of office.

**What Do Governors Do?**

Governors’ work affects most aspects of the school’s work.

Once appointed or elected, all governors must operate in the best interest of pupils, not as representatives to lobby on behalf of their constituency. Their task is to govern the school. This means focusing on the core functions of providing strategic leadership, holding the headteacher to account and making sure the school’s money is well spent. This is a demanding task for which all Governors need to have, or develop, relevant and appropriate skills.

The Governors, together as a body, have a range of legal responsibilities, so being a Governor is an important commitment and new Governors should be willing to attend training to help them learn what is entailed. An induction programme and mentor will be provided.

**What is the role of a governing body?**

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school

- Agreeing the school improvement strategy with priorities and targets

- Meeting statutory duties

Ensuring accountability, by:

- Monitoring progress towards targets

- Carrying out the Performance Management of the headteacher

- Engaging with stakeholders e.g. parents, staff and the wider school community

- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget

- Monitoring spending against the budget

- Ensuring value for money is obtained

- Ensuring risks to the organisation are managed

**THE CLOSING DATE FOR APPLICATIONS IS MONDAY 14TH JUNE @09:00**

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| **PERSON SPECIFICATION**  **Core Requirements (essential)**: | * An active interest in education * Integrity, objectivity, honesty and a willingness to act in the public interest * To acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy – for example, visiting the school during teaching hours and attending evening meetings * A willingness to get to know the schools in the Federation – their needs, strengths and areas of development * To strive to work positively within a team in which constructive working relationships are promoted and work towards common values within a framework for collective decision-making * A commitment to improving quality and raising standards * To observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school * To accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the Governing Board meeting * developing your knowledge and understanding of the role by attending training courses |
| **General skills and abilities:** | The governing body would expect you to have – or be willing to develop – the following general skills and abilities:  The ability to:  - think strategically  - make reasoned decisions  - work on your own initiative  - listen critically and question  - analyse and problem solve |
| **Preferable skills:**  **(skills gaps)** | Following a recent skills audit, the following skills would complement and strengthen the current governing body.  Please note that the purpose of governing bodies providing and publishing information about the role of a governor and the skills they ideally require is not to create additional eligibility criteria for potential candidates. It is for the electorate to elect their choice of candidate. The purpose of publishing the information is to simply inform the electorate of the governing bodies’ expectations, circumstances and ideal requirements.   |  | | --- | | **Experience as chair of a board or committee** | | **Experience and expertise in strategic development** | | **Experience of financial planning: budgeting, monitoring and compliance** | | **An understanding of how the financial efficiency of schools is measured and compared to similar schools** | | **Presenting views** | | **Strong collaborative relationships** | |
| **Time commitment:** | The role of Governor is an important one for the school and individuals should ensure that they have adequate time to discharge their duties effectively:   * 4-year term of office * Full Governing Body meetings (minimum of 6 per year; evening meetings) * Link Governor role (meetings with a lead contact at the schools throughout the year) * Continuing professional development to develop skills as a Governor * Visiting the schools during teaching hours |
| **Governing Body Checks:** | * Governors are subject to enhanced DBS checks * School will require proof of identity (as detailed in the list of Valid Identity Documents) * Sign Governor Code of Conduct * Complete a Business Interests Register |

Any queries about the Co-Opted Governor vacancies is invited to contact the Chair of Governors: [cofg@kirkbymalzeard.n-yorks.sch.uk](mailto:cofg@kirkbymalzeard.n-yorks.sch.uk)

If you are interested in applying for the Co-opted Governor vacancy, please complete the attached application form.

Yours sincerely,

**The Governing Body of the Federation of Kirkby Malzeard CofE Primary School and St Nicholas, West Tanfield CofE Primary School**

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