



Dear parents and carers,

I am writing to inform you of recent vacancies which have arisen for the role of parent governor on the Highlands School Governing Body.

Strong governance is essential to the leadership of Highlands School, hence the recruitment and retention of high calibre governors who together bring a diversity of perspectives and backgrounds to the table.

The roles and responsibilities of the governing body

The DfE's Governance Handbook sets out the purpose of governance which is *"to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance"*.

As a governing body we share a corporate accountability which covers the following statutory functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher and senior leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Expectations of governors

In order to achieve these roles and responsibilities our Board meets four times per year as a full governing body. In addition to this, we have three main committees which meet at least termly; Curriculum & Standards, Finance & Resources and School Priorities Committee. There are also occasions when we have to form Panels of three governors to deal with specific issues such as exclusion, discipline and complaints.

In addition to this, you may be assigned a specific 'link role' dependent on your skills and you will be expected to visit the school during the day. Governor 'visits' are an important part of getting to know the school and provide first-hand insight into many of the items discussed at board and committee meetings.

To support you in this role we provide appropriate induction training soon after you take up office. You can also access a wide range of training opportunities to support your development.

You are also expected to abide by Highlands School Governing Body 'Code of Conduct' which sets out the standards of behaviour expected of all governors at all times. You will also undertake an enhanced DBS check to confirm suitability for appointment as a governor.

As a parent governor you will have a responsibility to work with the governing body to ensure it effectively carries out the duties referred to above.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for our students
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The capacity to give the time needed to carry out your role effectively

How to apply

If you are interested in applying for the role, please complete the candidate form attached to the letter and return to Claire Vaughan-Long at vaughanc@highlearn.uk by **12 noon on Friday 19 March 2021**. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we must do this.

If you have any queries about this process or would like to find out more about the role, please contact me at the email address below.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Matt Miller', written in a cursive style.

Matt Miller MBE

Chair of Governors

Email: millerm@highlearn.uk

March 2021

Candidate name:	
Candidate address:	
<p>Candidate statement:</p> <p>Outline why you are interested in becoming a parent governor. Include:</p> <ul style="list-style-type: none">· Particular skills and experiences you feel are relevant to the role · Other relevant interests or hobbies · If applicable, details of what you have contributed to governance during your previous term of office	

I confirm that I am a parent or carer of a registered pupil at Highlands School.

Signed: _____

Date: _____