



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: IT/CAG

Your Ref:

Date:

October 2019

Dear Parent/Guardian

A number of Parent Governor vacancies exist on our school's Governing Body. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent Governors are appointed for a period of four years, irrespective of whether their children remain in school during that period. Further details of roles and responsibilities are attached to this letter and can be found on the school website (<http://www.cannockchasehigh.com/Governors>).

Parents who are willing, and eligible, to stand as a candidate for election may obtain Nomination Forms from the school Reception or download a copy from the school website. The Nomination Form then needs to be signed by the candidate and two other parents. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes 'parent' includes a step-parent, guardian or other persons having parental responsibility. Please note that if you are employed at this school for more than 500 hours in the year (i.e. more than one third) you are not eligible to put yourself forward for election. You will, however, be entitled to vote in the election.

A completed Nomination Form must be returned to the school no later than 3.30pm on Thursday 17 October 2019. It would be helpful if candidates would submit a brief statement about themselves and why they would be suitable for this role. This will be distributed to all parents to help them to make their decision when voting.

As soon as possible following the closing date for nominations, all parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school Reception no later than the Friday 25 October 2019. To comply with statutory regulations the ballot will be conducted in secret.

All candidates will be invited to attend the count although it will not be invalidated due to inability to attend.

The results of the ballot will be posted immediately following the count.

Yours sincerely

Mr I Turnbull  
Headteacher

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE

# **Roles and Responsibilities of Parent Governors**

**Terms of Office:** Four years duration (with potential at the end of that period for re-election providing the eligible criteria are still met).

## **Governing Body Committee Structure**

All regular governor meetings are held on Wednesdays and start at 4.30pm. Ad hoc meetings (e.g disciplinary meetings, exclusion meetings) are held to fit in with Governors and the school's needs.

Regular Committees are:

Full Governing Body (4 times a year)

Pupil Related Matters Committee (3 times a year)

Strategy Committee (2 times a year)

Finance Committee (3 times a year)

The Chairs of the Pupil Related Matters and Strategy Committees, along with the Chair of Governors are automatically members of the Finance Committee. There is one further representative from each Committee elected by that Committee to the Finance Committee, along with the Headteacher and School Executive Business Manager (ex officio).

Some Governors sit on both the Pupil Related Matters and Strategy Committees other Governors choose to sit on only one.

The Governors make decisions on a wide range of matters affecting the school and monitor its progress and standards. They ratify policies and procedures, staff salaries and pay progression and any matter pertaining to the school's function and role in the community. They have the final say on whether or not a student is permanently excluded, and are responsible for setting the school's targets on attainment and attendance annually, as well as the Headteacher's performance management targets (usually by a sub-committee of three Governors, advised by an external adviser).

## **Full Governing Body**

Membership & Disqualification: As laid down in the articles of the Academy Trust.

### **Terms of reference:**

- To agree constitutional matters\*, including procedures where the Governing Body has discretion;
- To recruit new members as vacancies arise and to appoint new Governors\* where appropriate;
- To hold at least three Governing Body meetings a year\*;
- To appoint or remove the Chair and Vice Chair\*;
- To appoint or remove a Clerk to the Governing Body\*;
- To establish the Committees of the Governing Body and their terms of reference\*;
- To appoint or remove a Clerk to each Committee\*;
- To suspend a Governor\*;
- To decide which functions of the Governing Body will be delegated to Committees, groups and individuals\*;
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\*;
- To approve the first formal budget plan of the financial year;
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate;
- To review the delegation arrangements annually\*;
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents;
- To monitor the progress of work being undertaken by committees and individuals;
- To establish and keep under review Critical Incident policy and procedures;
- To consider recommendations made by committees with regard to the working of the Governing Body;
- To establish and keep under review a protocol for the Governing Body;
- To establish and keep under review arrangements for Governors' visits to school;
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan;
- To attend to any other matters appropriately referred to this Committee.

**\* These matters cannot be delegated to either a Committee or an individual.**

## **Pupil Related Matters Committee (Students, Standards and Curriculum)**

**Membership:** As agreed annually by nomination or volunteering at the Full Governing Body meeting in the Autumn Term.

### **Terms of reference:**

- To monitor and advise the Governing Body on the standards in the school, particularly in relation to:
  - External examination results;
  - Internal tracking and monitoring of progress;
  - Expected levels of progress;
  - The standard of teaching and learning.
- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy;
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant Committees or the Governing Body;
- To make arrangements for the Governing Body to be represented at School Improvement discussions with external agencies and for reports to be received by the Governing Body;
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body;
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator;
- To monitor and oversee the arrangements for the school's policies and practice on:
  - Learning & Teaching;
  - Behaviour and discipline;
  - Care and guidance;
  - Careers;
  - Child protection.
- To receive reports and data relating to all the areas of reference.

## **Strategy Committee**

**Membership:** Chair of Governors, Vice Chair of Governors, the Chairs of Pupil Related Matters and Finance Committees, Headteacher. Any other Governor as is deemed appropriate.

### **Terms of reference:**

- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan;
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection;
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher;
- To undertake tasks delegated to them by the Governing Body;
- To oversee a skills and training audit of the Governing Body so that the appropriate skilled governors are in the right roles and any training requirements are met;
- To evaluate Governing Body committee meetings to ensure they are as effective as possible;
- To provide feedback and advice to the Chair of Governors.