



# Heathcote School & Science College

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Headteacher: Emma Hillman NPQH, MSc, MA

19<sup>th</sup> September 2018



Dear Parent,



We have a parent governor vacancy in Heathcote School and Science College's Governing Board. It's an exciting time to join us and I hope you will consider putting yourself forward.



Our Governing Board is made up of parents, co-opted governors from the local community, a local authority nominated governor, a staff governor and the Headteacher. We bring the range of our life experiences and diversity of our expertise to the work of the Board. We all have one thing in common: to make Heathcote a place that gives the best life chances to our students.



All Governors contribute to the vision and strategic direction of the school; holding the school leaders to account for the school's educational performance; and making sure financial resources are well spent. This includes behaviour, quality of teaching, and the curriculum. We are a supportive group and welcome those new to governance. The Borough also provides training for governors.



The term of office is four years and we all sign-up to:

- getting to know the school well and responding to opportunities to involve ourselves in school activities;
- making every effort to attend all Full Governing Board meetings (around two hours, twice a term, on a Monday evening);
- becoming actively in the work of the Governing Board, and accepting our fair share of responsibilities, including service on committees or working groups (around twice a term).
- attending training to meet our responsibility as governors to continuing development; and
- striving to work as a team with the Headteacher and senior school leaders while providing effective challenge and support.



Supporting individual excellence



I attach a description of the role of a governor. If you would like to find out more please do contact me: [aroper@heathcote.waltham.sch.uk](mailto:aroper@heathcote.waltham.sch.uk).



There are some circumstances in which you are not eligible to be appointed as a governor and I enclose a note of these. On appointment, all governors have to complete a Disclosure and Barring Service (DBS) check under the Police Act 1997, Part V.



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If you would like to stand as a candidate please send the following to the school as soon as possible, but not later than noon on Friday 28<sup>th</sup> September 2018:

- the reply slip at the bottom of this letter; and
- a supporting statement of no more than 100 words outlining why you want to become a Parent Governor (please include any experience you consider relevant).

If we have one candidate, he/she will automatically become a Parent Governor. If we have more than one, an election will be held and all parents will be sent a voting paper together with the supporting statements that have been received. These will need to be returned by noon on Friday 12<sup>th</sup> October.

Yours sincerely,



Amanda Roper  
**Chair of Governors**

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**Please return this slip to the school before noon on Friday 28<sup>th</sup> September 2018**  
I wish to stand as a candidate for election as parent governor at Heathcote School.

First name:.....

Family Name (Mr/Mrs/Ms etc.): .....

Signed: .....

Home Address:.....

These details will appear on the ballot paper sent to parents with your statement.

**Please remember** to include your statement with this slip (no more than 100 words) saying why you want to become a school governor.

## ELIGIBILITY

**A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. 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 he or she:**

- Is detained under the Mental Health Act 1983 during their period of office;
- Fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors);
- Is subject to a bankruptcy restriction order or an interim order;
- Has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- Is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989;
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- Has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- Is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- Is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- Is disqualified from registration for childminding or providing day care;
- Is disqualified from registration under Part 3 of the Childcare Act 2006;
- Has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- Has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- Has at any time received a prison sentence of five years or more;
- Has 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;
- Is not employed at the School for more than 500 hours per academic year (if standing for parent governor at same school);
- Is not an elected member of the Local Authority (applies to parent and community governors only);
- Refuses to allow an application to the Disclosure and Barring Service for a criminal records certificate.

## **THE ROLE OF A GOVERNOR**

### **Purpose**

**To contribute to the work of the governing body in ensuring the high standards of the achievement for all children and young people in the school by:**

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

### **Responsible to:**

The Governing Body - although there are no formal reporting arrangements beyond reporting to FGB and sub-committees where governors have accepted specific roles / tasks / projects

### **Responsibilities include:**

1. Contribute to the strategic discussions at governing body meetings
2. Hold the senior leaders to account by monitoring the school's performance and maintaining a focus on school improvement
3. Ensure the school staff have the resources and support they require to do their jobs well
4. Helping the school respond to the needs of parents and the community and making the school accountable for what it does
5. Making sure the school aspires to the highest educational standards and a broad, balanced, challenging and engaging curriculum for all of its students
6. When required, serving on governor panels and taking on link governor responsibilities

### **Tasks include:**

1. Contributing to strategic development
2. Questioning, challenging, monitoring and supporting the school in full governor body meetings and committees
3. Participation in recruitment including membership of staff interview panels
4. Working closely with identified faculties in the school to understand strategic issues, development opportunities and challenges
5. Attending governing body and committee meetings and completing tasks between meetings

A governor does **NOT**:

- Write policy, audit, fundraise, observe lessons to make judgements on teaching, do the job of school staff or spend much time with pupils

**Personal attributes:**

- Team working
- Desire to help all pupils
- Awareness of what skills and support they can provide
- Interpersonal skills
- Willingness to learn
- Good maths and English skills
- Inquisitiveness, rigour and challenge
- Understanding of strategy and governance
- Commitment to continuous improvement and striving for excellence
- Commitment to the Nolan Principles of Public Life
- Adherence to the Governing Body's Code of Practice