

Vacancy for a Parent Governor

There is currently a vacancy for a Governor at Bishop Stopford's School, elected by the School's Parents.

School Governors are crucial to the effective management of modern schools. New people are always needed to bring fresh ideas and abilities to this challenging and worthwhile role.

If you would like to offer your services as a Parent Governor, all you need is commitment, enthusiasm and the ability to work well as part of a team.

As a School Governor you will:

- Help to ensure the effective running of the School;
- Contribute to the development of the next generation;
- Serve the local community;
- Develop your talents and abilities.

Working in partnership with the Headteacher, other Governors, the LDBS and LA, you will:

- Help to raise standards;
- Help to make decisions on the School's budget and staffing.
- Help plan the future direction of the School;
- Contribute to the formulation of School policies and ensure they are implemented.

Further details are provided in the Job Description overleaf.

If you think you could serve the School in this important role, please forward information about yourself and the skills and experience you believe you could bring to the Governing Body to:

The Clerk
c/o Elaine Neacy, PA to Headteacher
Bishop Stopford's School Governors
Brick Lane
Enfield
EN1 3PU

Or

eneacy@bishopstopfords.enfield.sch.uk

Please forward your **application by Tuesday 14th July 2015** Your information will then be circulated to your fellow parents along with details of the election process.

JOB DESCRIPTION – BISHOP STOPFORD’S SCHOOL GOVERNOR

Purpose of Post

To contribute to the work of the Governing Body in raising standards of achievement for all students which involves providing a strategic view for the School, acting as a critical friend and ensuring accountability.

Appointment and Minimum Requirements

Governors are appointed for a term of four years.

Governors are expected to attend

- **Full Governing Body meetings:** these last for two hours and are held four times a year at 5.30pm on Wednesday evenings. Very occasionally, another meeting is scheduled, e.g., when a new Head is appointed.
- **Committee Meetings:** the bulk of the Governors’ work is undertaken in one of our three main committees: Student & Learning, Personnel & Leadership and Finance & Site. These meet approximately twice per term. The committees include experienced Governors and members of Staff.

Responsibilities include

- Appointment of senior staff and ensuring the implementation of a range of personnel procedures.
- Management of the budget, including approving the first budget each year.
- Determining aims, policies, targets and priorities of the School, including the School Development Plan, Discipline, Curriculum, Performance Management, Asset Management, etc.
- Setting and monitoring the Admissions criteria.
- Setting and monitoring the Scheme of Delegation.
- Monitoring and evaluating the work of the School.
- Setting statutory and non statutory targets.
- Securing high levels of attendance and good standards of student behaviour.
- Ensuring that all children in the School have access to a broad and balanced curriculum
- Ensuring the Health and Safety of students and staff.
- Maintenance and insurance of the School buildings.

Tasks Include

- Working as a member of a team.
- Attending meetings (full Governing Body, committees and working groups).
- Speaking, acting and voting in the best interests of the School as one perceives them.
- Respecting all Governing Body decisions and supporting them in public.
- Acting within the framework of the policies of the Governing Body and legal requirements.
- Committing to training and development opportunities.
- Getting to know the School: its needs, strengths and weaknesses.

Training

Training and support to help governors carry out their role are organised in conjunction with the London Diocesan Board for Schools (LDBS) and the Local Authority (LA). There are regular training events in school, as well as courses (including on-line courses) that individual governors can opt into.

Reporting Arrangements

There are no formal reporting arrangements, however, the individual Governor has a responsibility, working alongside other members of the Governing Body, to the staff and students of the School, the School’s wider community and where they are representatives, to their particular constituency (parents; staff; teachers; church; etc.)