



Monday 4<sup>th</sup> April 2016

Oakley Vale Community Centre  
20 Butland Road  
Corby  
Northants  
NN18 8JF

## **Community Governor Elections**

Dear Sir/Madam,

I write to inform that a vacancy has arisen for a governor on our governing body which we are looking to fill as soon as possible.

Oakley Vale is a large new community built as part of the transformation of Corby. Oakley Vale Primary School is a state of the art eco-friendly school serving its local community, which was opened in 2008. At Oakley Vale Primary School we work together as a community to provide a happy, secure and stimulating environment where children are motivated to learn, are valued as individuals and encouraged to reach their full potential.

Becoming a governor is one of the most significant ways to help promote the partnership between the school and the local community. The governing body, with the Principal, is responsible for the running of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. Please see *appendix 1* for a brief outline of the role.

Anyone who has an interest in education and relevant skills to fulfil the role of a governor can apply (providing you are eligible in accordance with *appendix 3*) and we warmly welcome candidates from every area of our school's community. Governors need not be experts in the field of education but need to have an interest in the school and in the welfare of our children and have the time and willingness to get involved. Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training.

If you are interested in this role and would like to stand for election please complete the enclosed application form (*appendix 2*) and return it to the school (c/o Miss A Trott, Oakley Vale Primary School, Cheltenham Road, Oakley Vale, Corby NN18 8RH) no later than **30<sup>th</sup> May 2016**. You may also include a short personal statement to support your application, which should be no longer than 250 words.

If you would like to find out more about how you can contribute to governance at our school, please provide your contact details to the clerk of the governing body (Miss A Trott, [atrott@brookeweston.org](mailto:atrott@brookeweston.org)) in order that a conversation can be arranged.

Yours sincerely,

**Mark Gilding**

Chair of Governors  
Oakley Vale Primary School

## What does a Governor do?

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

- Setting the school's vision, ethos and strategic direction;
- Holding the Principal to account for the educational performance of the school and its pupils; and
- Ensuring the school and staff have the correct resources and support to fulfil their function.

### **1. Contribute to the strategic discussions at governing body meetings which determine and/or review:**

- the vision and ethos of the school;
- clear and ambitious strategic priorities and targets for the school;
- that **all** children have access to a broad and balanced curriculum;
- the school's budget relating to the expenditure of the pupil premium allocation;
- the school's staffing structure and key staffing policies;
- the principles to be used by school leaders to set other school policies.

### **2. Hold the senior leaders to account by monitoring the school's performance; this includes:**

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan;
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance;
- asking challenging questions of school leaders;
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies;
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority; and
- listening to and reporting to the school's stakeholders : pupils, parents, staff, and the wider community, including local employers.

**3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises, and that the way in which those resources are used has impact.**

### **4. When required, serve on panels of governors to:**

- appoint the Principal and other senior leaders;
- appraise the Principal;
- hear staff grievances and disciplinary matters;
- hear appeals about pupil exclusions

## Application Form – Community Governor

Full name (BLOCK CAPITALS):

ADDRESS and POSTCODE:

Please include a few details about yourself and the reasons why you wish to become a community governor (between 50-100 words):

All candidates, please ensure that you have read and signed the declaration of eligibility overleaf.

THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE BY 30<sup>TH</sup> MAY 2016.

## Declaration of Eligibility to Serve on a School Governing Body

In some circumstances, a person is disqualified from holding or continuing to hold office as a school governor:

### Criteria relating to working with children

You must **not** be:

- disqualified or restricted from working with children or young people
- included in the list of people considered by the Secretary of state as unsuitable to work with children
- subject to a direction under section 142 of the Education Act 2002
- disqualified from registration for childminding or providing day care
- disqualified from registration under Part 3 of the Childcare Act 2006
- subject to a disqualification order under the Criminal Justice and Court Services Act 2000

### Criteria relating to bankruptcy and insolvency

You must **not** have had:

- your estate sequestrated if the sequestration order has not been discharged, annulled or reduced;  
You must **not** be subject to:
- a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986
- 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

### Criteria relating to prison sentences

You must **not** have:

- 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;
- received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- at any time, received a prison sentence of five years or more

### Criteria relating to general restrictions

You must **not**:

- have been removed from the office of charity trustee or trustee for a charity from participating in the management or control of any body 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
- have 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
- already hold a governorship of the same school\* *Please note that if you are applying for re-appointment, this information relates to the period when your current term of office ends*

You **must** be:

- over 18 years old
- willing to allow an application to the Disclosure and Barring Service (DBS) (formerly known as the Criminal Records Bureau – CRB) for a criminal records certificate.

**Please confirm that you are willing and eligible to stand by signing the declaration below.**

I declare that I am not disqualified from serving on a school governing body. If I become disqualified I will give notice of the fact the clerk to the governing body. **I will agree to a Disclosure Barring Services (DBS) check.**

Signed: \_\_\_\_\_



# Oakley Vale Primary School

Cheltenham Road | Corby | Northamptonshire | NN18 8RH | t 01536 461199 | [admin@oakleyvaleprimary.org](mailto:admin@oakleyvaleprimary.org)

Oakley Vale Primary School are looking for enthusiastic, passionate and committed governors to join our governing body.

## What does a governor do?

Our Governing Body brings a broad range of substantial expertise to Oakley Vale Primary School and our primary aim is to promote high standards of educational achievement in the school. Our main responsibilities are to:

- ensure clarity of vision, ethos and strategic direction;
- support the Principal, but hold her to account for the educational performance of the school and its pupils
- ensuring the school and staff have the correct resources and support to fulfil their function.



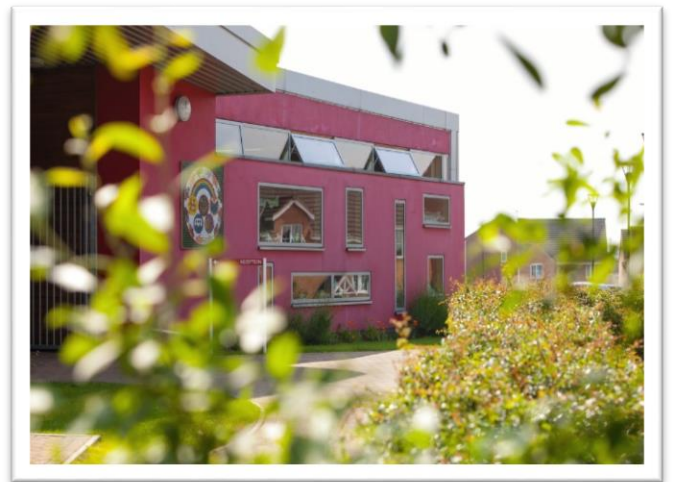
## What we are looking for and what we can offer

We are looking for people with:

- a desire to contribute to and represent the community
- an interest in education for young people and willingness to make a difference
- a willingness to listen, to look at issues objectively and to make informed judgements
- the ability to work as part of a team
- time to commit to a minimum of 4 full governors meetings per year and participate in subject link visits to the school (in total approximately 20 hours per year).

What we can offer you:

- a chance to develop skills in strategic management
- training to develop an understanding of specific school management issues
- true satisfaction of being a member of a team within the school, working together to make a difference to the lives of young people in your area.



## How to Join

If you are interested in joining the governing body please visit our website for further information [www.oakleyvaleprimary.org](http://www.oakleyvaleprimary.org) or contact the Clerk to Governors, Anna Trott ([atrott@brookeweston.org](mailto:atrott@brookeweston.org)) to arrange a conversation with the Chair of Governors.

