



**Buckler's Mead**  
ACADEMY

**Inspiring Education For All**

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Dear Parents and Carers

### **PARENT GOVERNOR VACANCIES**

We currently have 2 vacancies for Parent Governors to join the Governing Body at Buckler's Mead Academy.

We are keen to recruit people from a range of backgrounds and previous experience of working in a school environment is not necessary as training and induction will be provided. The academy is looking for individuals with an interest in education who are willing to give time to support the school in making a positive and significant impact on our learners and the school community. Please see the attached document from the Midsomer Norton Schools Partnership, outlining the role and responsibilities the post would entail.

The Governing Body holds 6 meetings per year (one each half term) and meetings are held in the evenings (usually from 5.00pm to approximately 7.00 pm).

If you wish to be considered for this important role, please contact Mrs Sarah Dennett, Clerk to Governing Body, (email: [sadennett@bucklersmeadacademy.com](mailto:sadennett@bucklersmeadacademy.com) ) as soon as possible.

We look forward to hearing from you.

Yours sincerely

**MR M LAWRENCE**  
Headteacher

**Headteacher: Mr M Lawrence BSc Hons.**

Buckler's Mead Academy, Part of the Midsomer Norton Schools Partnership  
Company Registration Number 07365778, VAT Number: 115 2460 50



Midsomer Norton  
Schools Partnership

## MIDSOMER NORTON SCHOOLS' PARTNERSHIP GOVERNING BODY VACANCIES - INFORMATION:

### **Are you thinking about becoming a school governor? What does the role entail?**

The key role of a governor is to hold the Headteacher and Trust to account and seek evidence that policies and procedures are effectively implemented with the main aim to ensure the targeted outcomes for students are being achieved and exceeded. To monitor improvement strategies to ensure they are delivering good outcomes. To give pupils the best education and support possible. We don't get embroiled in the day to day operations of the school - that is the Headteacher's role.

### **We do this in six ways:**

- We attend Local Governing Body (LGB) meetings every term (6), which are generally on a weekday evening. It is sometimes necessary to have an extraordinary meeting to address an issue or an initiative. At the meetings we scrutinise data supplied to us and ask questions to challenge and further our understanding. (There is never a silly question, every question is encouraged)
- We attend regular training sessions which help us to carry out our role effectively and appropriately. Some training is mandatory (i.e. Governor induction, Prevent Training & Safeguarding) some training is linked to our linked area. (see next point) There is usually a timetabled training session each month but not all of them will be relevant. Some training can be accessed on-line or by reading best practice articles, via the KEY online governor support tool.
- We are all linked to a subject or operation, we then become the named link governor for that area. (We try to deploy governors to an area they have knowledge/skills of or an interest in.) We meet with the leader for our area to ask questions and see evidence of process, outcomes or improvement. We then produce a brief report which is shared with the Head and Chair of Governors in the first instance, then the whole LGB. There is a governor visit policy and proformas which will guide you through the process, but the Chair will always be at the end of an email or phone to guide governors through what is needed. Ideally you will visit your link area at least 3 times a year. (You may feel you want to visit more often if you have the capacity and the Head is agreeable).
- We scrutinise the finances to ensure the school spending is getting the best value for money and that the spending is achieving the targeted outcomes for its students (training will be given).
- We promote and represent the school in a positive light in the community. We are ambassadors!
- We occasionally sit on interview and appeal panels i.e. for recruitment, complaints, staff issues and pupil exclusions. (all subject to governor availability) Governors will be guided through the process and given training where appropriate.

### **What Qualifications & Skills do I need?**

Formal qualifications are not essential. However, you will need to be able to prepare reports and scrutinise data (training will be given to support you with this). Members of the Governing Body are asked to complete a skills analysis once a year. This helps to establish any skill gaps within the Governing Body. Therefore, before you are officially appointed you will be asked to complete an online multiple question skills analysis. This will help to establish if you are able to fill any identified gaps. We never expect any governor to have all the skills listed but we endeavour to have as many of the skills required covered as a team.

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All Governors must undergo an enhanced Disclosure and Barring Service check. You will not be able to start your role until your clearance has been confirmed. This is a relatively short process once all the necessary ID has been received. As a further safeguarding measure the Trust may ask Staff /Governors/ Volunteers to complete the process again. Individuals will be selected at random - 10% each year. It is essential that governors have access to the internet and email. You will be required to have a MSN Partnership email. This is to ensure confidential information is kept safe and robust. Personal emails must not be used.

### **Boundaries and Protocols**

Governors must always remain impartial, i.e. If a parent governor has a complaint to raise about their child they mustn't bring in to the LGB meeting, they must follow the school complaints procedure or raise it at the parent forum. This is essential to ensure any complaints can be given a fair hearing. Equally they mustn't offer to raise a fellow parent's complaint, they should be directed to the complaints procedure. Governors will be asked to declare any business interests they may have in the school. Governors must not push their own agenda or see the Governing Body as a gateway to promote their external affairs.

### **What do I get out of it?**

The role is both rewarding and challenging but never boring. It does require a certain amount of commitment to carry it out effectively, but you are repaid by learning new skills which you can transfer to any work/voluntary situation, while supporting the preparation of students to enter the world of further education or employment.