

Friday 8th October 2021

Dear Parents/Guardians,

An exciting opportunity has arisen as we currently have two vacancies for Parent Governors on our Local Academy Committee.

Joining our Local Academy Committee as a Governor, offers you the opportunity to make a real contribution to the life and work of your Child's Academy. All of our governors are a vital part of driving improvement and excellence within The Queen Elizabeth Academy.

### **The role of academy governor**

The role of governors is to ensure high standards of achievement for all children and young people in the academy by:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

As part of the LAC team, a governor is expected to:

1. Contribute to the strategic discussions at governing board meetings which determine:
  - a) The vision and ethos of the school
  - b) Clear and ambitious strategic priorities and targets for the school
  - c) That all children, including those with special educational needs, have access to a broad and balanced curriculum
2. Hold executive leaders to account by monitoring the school's performance, which includes:
  - a) Monitoring the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
  - b) Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
  - c) 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
  - d) Monitoring the school's budget, including the expenditure of the pupil premium allocation
  - e) Acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority
  - f) Listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers
3. Serve on panels of governors to:

- a) Hear the second stage of staff grievances and disciplinary matters
- b) Hear appeals about pupil exclusions.

The role of a governor is largely a thinking and questioning role, not a doing role.

In order to perform this role well, a governor is expected to:

- Get to know the school, including visiting the school occasionally during school hours and in agreement with the principal, and gaining a good understanding of the school's strengths and weaknesses
- Attend induction training and regular relevant training and development events
- Attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting (The Local Academy Committee currently meets once every half term and meetings last for approximately two hours)
- Act in the best interests of all the pupils of the school
- Behave in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence

Being a governor can be very rewarding and will provide you with the opportunity to work as part of a team and gain new skills. Don't worry if you have no experience as full training and support is available.

If you wish to nominate yourself as a parent governor then please complete the enclosed form and return it to the academy no later than Friday 22<sup>nd</sup> October 2021. If three or more nominations are received, I will arrange for ballot papers to be issued to parents which will include candidates' written statements, in order for parents to indicate which candidates they support.

Votes of support will be counted and noted for consideration along with other criteria and stages in the application process which will include an informal meeting with myself and the Principal.

If you have further queries or would like more information about becoming a parent governor, please contact Verna Mills on 07912 442234 or [Verna.Mills@attrust.org.uk](mailto:Verna.Mills@attrust.org.uk)

I look forward to hearing from you soon.

Yours sincerely



Ann Webb  
LAC Chair  
The Queen Elizabeth Academy