

# **HIPSBURN PRIMARY SCHOOL**

## **PARENT GOVERNOR VACANCY**

### **Do you have**

- An interest in all our children's futures
- Time, energy and enthusiasm
- A desire to make a difference
- Readiness to accept responsibility
- An ability to work as a team
- The willingness to ask questions, listen and learn?

Then you could have what it takes to join the largest volunteer groups in the country by becoming a school governor at Hipsburn Primary.

We have a vacancy for a Parent governor on the governing body and we need a parent or carer of a pupil registered at our school to make a difference in our school community by volunteering for this role. Being a governor is a rewarding and effective way of making a voluntary contribution to your community and to the lives of local young people.

Parent governors need to have a child at school and a commitment to the whole school's success and are representatives from the parent community, not spokespersons. As a Parent governor, you will be appointed for a four-year term and can remain in post even if your child leaves the school during this time e.g. to move to secondary school.

### **What are Governors?**

Governors are strategic leaders in school and, together with the Headteacher, they set the aims and objectives of the school in line with national guidelines and then monitor progress.

At Hipsburn our governing body constitution states that it will comprise: myself as Headteacher; a staff representative; someone appointed by Northumberland County Council; 2 parents; and 8 co-opted individuals from within the wider community.

Governors oversee the school's budget, resources and performance but are not involved in day-to-day operational decisions, activities, teaching or fundraising. There is a governor Code of Conduct that all members must adhere to; a copy can be seen on the Governor noticeboard in the corridor outside the school office.

### **Time Commitment**

Workloads fluctuate but you can reasonably be expected to dedicate 8 hours per term to your role.

Firstly, we have full governing body (FGB) meetings that all governors attend, which are held on Tuesdays and start at 4.30pm; they're in the second half of each term and are independently minuted and supported by our School Governance Officer from Northumberland County Council.

Secondly, we have 2 sub-committees – Resources and Strategic Policy; they’re held in the first half of each term and governors sit on one or the other. The Resources meeting starts at 4.30pm and Strategic Policy at 5.15pm; this Parent governor vacancy lies within Strategic Policy.

The dates for meetings during the 2025/26 school year are the following Tuesdays:

|                            |                                |
|----------------------------|--------------------------------|
| Autumn term sub-committees | 14 <sup>th</sup> October 2025  |
| Autumn term FGB meeting    | 4 <sup>th</sup> November 2025  |
| Spring term sub-committees | 20 <sup>th</sup> January 2026  |
| Spring term FGB meeting    | 24 <sup>th</sup> February 2026 |
| Summer term sub-committees | 2 <sup>nd</sup> June 2026      |
| Summer term FGB meeting    | 30 <sup>th</sup> June 2026     |

*In the Autumn term we will be trialling hybrid meetings to allow governors to either come into school or, dial in – if this works we will continue. Anyone dialling in, e.g. from home, must be uninterrupted in a private space where they can speak openly and not be overheard.*

You will be required to read briefing papers and minutes ahead of these meetings, allow time to complete actions assigned to you and ‘report back’ as needed.

In addition you will take a ‘lead’ responsibility e.g. English, Science, and, along with another governor, undertake monitoring and evaluation visits in school hours, presenting your findings back to the FGB.

There are also 3 Learning Walks per year within school hours that all governors should attend – it’s important that you are available for these as there really is no better way to see ‘learning in action.’ The next scheduled walk is Art on Tuesday 21<sup>st</sup> October and the other two will be confirmed after the Summer holidays.

You will be asked to join the rota to take minutes at sub-committee meetings and take notes to present learning walk reports.

No previous experience of governance or education is necessary to put yourself forward for this role but some training, provided by Northumberland County Council, is mandatory.

A DBS clearance check will be conducted if you are appointed.

Your employer may allow you paid or unpaid leave to fulfill your duties.

### **Interested?**

- Please also look at the attached document on what the role of parent governor is (and isn’t.)
- If you would like to have an informal, confidential discussion before deciding whether to apply our Chair of Governors Allison Wort would be happy to speak with you – [allison.wort@school360.co.uk](mailto:allison.wort@school360.co.uk) or contact our other parent governor [johanna.gascoigneowens@school360.co.uk](mailto:johanna.gascoigneowens@school360.co.uk)

- Take a look at these links to understand more <https://www.nga.org.uk/Governance-Recruitment/Be-a-school-governor-or-trustee.aspx> and <http://northumberlandeducation.co.uk/governors/>

If you decide you'd like to be considered for this vacancy please complete and return the Nomination Form and Personal Statement in a sealed envelope labelled 'Parent Governor Nomination' to the school office **by 3.15pm on Friday 4<sup>th</sup> July 2025**.

Nominees will be given notice of receipt of their nomination on **Monday 7<sup>th</sup> July 2025**. If more than two candidates are nominated, there will be an election and I will notify all parents/carers of the election date and issue the personal statements provided by the candidates.

Paper copies of this letter and attachments are available from the office on request.

Yours sincerely

Mr K Moloney

Headteacher/Returning Officer

**Hipsburn Primary School**

# Parent Governor Nomination Form - June 2025

I am a parent of a pupil registered at the school and hereby nominate myself for election as a parent governor of the school.

I understand that if elected I will be required to complete a Declaration Form and will be subject to a DBS (Disclosure and Barring Service) check.

This nomination form, of which page 3 will be included in any voting paper, is duly completed and attached.

Nominee's Name

(Mr/Mrs/Miss/Ms/Dr/Other)

Child's Name(s)

Child's Class(es)

Signature

***Nomination seconded by\****

Seconder's Name

(Mr/Mrs/Miss/Ms/Dr/Other)

Child's Name(s)

Child's Class(es)

Signature

\*The seconder must also be a parent of a pupil at the school.

# Nominee's Application Details

Personal details (please print)

Full name (*including title*)

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Address

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| <i>Postcode</i> |

Email address (*if any*)

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Contact numbers

*Home*

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Personal information (please tick ✓ all applicable boxes)

- ☐ I am a teaching member of staff at the school who is also a parent of a pupil at the school. I am not paid to work at the school for more than 500 hours in a consecutive 12 month period.
- ☐ I am a non-teaching member of staff at the school who is also a parent of a pupil at the school. I am not paid to work at the school for more than 500 hours in a consecutive 12 month period.
- ☐ I am a parent of a pupil registered at the school.

# Parent Governor Nominee - Personal Statement

*Please note that in the event of the number of candidates exceeding the number of vacancies this page will be shared with all parents as support for your nomination*

*Please complete this section in no more than **250** words, either electronically or in clear handwriting. Continue on reverse or separate page if necessary.*

|                                    |  |             |  |
|------------------------------------|--|-------------|--|
| <b>Full name (including title)</b> |  |             |  |
| <b>Signed</b>                      |  | <b>Date</b> |  |
| <b>Print Name:</b>                 |  |             |  |

**My reasons for wanting to be a parent governor, including the skills and qualities I could bring to the governing body at Hipsburn Primary School, are:**