



WOODBRIDGE HIGH SCHOOL

Pride In Achievement

Headteacher: Mr Steven Hogan St Barnabas Road, Woodford Green, Essex, IG8 7DQ
Tel: 020 8504 9618 www.woodbridgehigh.co.uk info@woodbridgehigh.co.uk

To All Parents/Carers

Autumn 2023

Dear Parent/Carer,

ONE PARENT GOVERNOR VACANCY (AUTUMN TERM 2023):

(Please also refer to the attached Nomination Form-Annex A and Annex B)

The school presently has ONE vacant Parent Governor vacancy to fill.

We are seeking nominations from parents to fill this position which has a four-year term of office. We welcome nominations from all parents regardless of background, sex, sexual orientation, gender identification, religion, ethnicity, disability or age, as we are seeking to reflect in the Governing Body the diversity of our school and wider community.

The following information explains the role of the governing body, which you should read very carefully. There are approximately 250,000 school governors in England, which is the largest volunteer force in the country, and schools are aware that high quality governance has a significant impact on how well their institutions are run and what students can achieve. If you are interested in applying for this position, please complete the application form attached (Annex A) and then return it, marked for my personal attention as Clerk to the Governing Body, by **3.15pm on Monday 30th October 2023.**

What Does the School's Governing Body Do?

The school's governing body is responsible for:

- Ensuring clarity of vision, ethos and strategic direction of the school, including developing policies and school review. All governors, including parent governors, have the same responsibilities. Parent governors are not delegate representatives of other parents as such, so are not required to speak 'on behalf' of them. Woodbridge's governing body comprises five Parent Governors, one Local Authority Governor, two Staff Governors (including the headteacher) and twelve Co-opted Governors.
- Holding the school leaders to account for the educational and financial performance of the school.
- Overseeing the financial performance of the school and making sure money is well spent.

PTO

Kindness

Inclusion

Respect

Excellence

- The successful applicant will join a governing body that is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our students. In summary, governors work strategically and without intervening in the day-to-day management of the school. The governor role at Woodbridge is a very rewarding and varied one and it makes a substantial contribution to the effective operation of the school. Experience tells us that governors not only make a difference to the school, but also gain much personal and professional satisfaction from the role.

The Commitment of the Governing Body:

- The full governing body at Woodbridge meets in the evening, generally twice in the autumn term and once in each of the other two terms.
- All parent governors are expected to join at least one (preferably two) of our three main sub-committees (i.e. Curriculum & Standards, Personnel, and Finance & General Purposes). These committees also meet on one evening in each term. Each meeting is preceded by the receipt of a significant number of documents, circulated electronically, which governors will need to allow time to read (say, a couple of hours) in advance so that they can participate actively at the meeting.
- From time to time, governors will be asked to participate in other daytime activities, such as joining interview panels for prospective teachers, attending governors' 'fact finding' mornings concerning specific school subjects, touring the school premises to help decide priorities for significant enhancements of the buildings, and to offer advice to the school in non-academic areas where they have relevant professional expertise or experience. Governors are encouraged to attend some of the school's 'events' such as plays, concerts, etc.
- Most non-staff governors also serve as 'link-governors' assigned to key areas of our school development plan (such as teaching & learning, student behaviour, progress of disadvantaged students, etc) where they visit the school during the daytime, perhaps twice a year, and discuss work progress with the appropriate link person member of staff for the particular subject.
- It is important that parents who agree to be nominated for election as a governor are aware of the time that they will need to commit, balanced against their own priorities, and are confident that they can meet this commitment.

Governors' Training and Induction:

When a new governor takes up a position on a governing body, it is vital that they receive a sound induction i.e. one that gives them key information but without overloading them. New governors are invited to meet the Co-Chairs of Governors, Headteacher and Clerk to the Governing Body within the early stages of their appointment, to discuss their new role and to get to know how the school operates. They are also provided with appropriate school documentation to help them with their new responsibilities. Governors are expected to participate in the various training courses run by the local authority (generally held in the evening), including an induction session.

PTO

School governance allows you to develop your skills, both personally and professionally. Governors could add the following skills and experience to their CV:

- Strategic planning;
- Experience on a governing body;
- Holding senior leaders to account;
- Finance, maintaining oversight of a large budget;
- Human resources and performance management;
- Marketing;
- Communication and team work;
- Decision making.

If you are interested in becoming a parent governor but you would like further guidance, please feel free to contact me at my e-mail address below and I will be pleased to provide further clarification about this role.

Yours faithfully,

A handwritten signature in black ink that reads "F. Gordon". The signature is written in a cursive style with a long horizontal flourish underneath the name.

Frank Gordon

Clerk to the Governing Body

FGordon@woodbridgehigh.co.uk