

Welcome from the Chair of Governors:

Thank you for your interest in becoming a Governor of Friezland Primary School.

Friezland Primary School currently has vacancies for Co-opted Governors to be part of our Governing Body. Co-opted governors are appointed by the governing body and they are persons who have the skills required to contribute to the effective governance and success of the school.

The three main areas that the Governing Body are responsible for include:

- Setting the school's vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure that its money is well spent.

Friezland Primary School is a small community primary school located in a semi-rural position in the foothills of the Pennines. We have around 105 pupils in our school. We have a dedicated and hardworking staff led by Mrs. Tracey Meadham our Headteacher. We pride ourselves on our friendly community ethos; we are more like a family than a school. Everyone works hard to ensure the best outcomes for our children. We are often commended on our children's behaviour when on visits. Our pupils are well-rounded through a broad curriculum, supportive families and governors, experienced staff and self-confidence.

We have thoroughly enjoyed celebrating our centenary this year – we've taken part in a host of events and it has been wonderful finding out about our school through the last century and raise funds to improve our School building and facilities.

Please note that all Governors must agree to having a DBS check in line with the School's Safeguarding Procedures. We regret that if you are a current parent or member of staff at Friezland School then you are not eligible to apply for the role of Co-opted Governor.

If you are interested in the role and would like to visit the School then please contact the Headteacher on 01457 872601 or email info@friezland.oldham.sch.uk

The closing date for completed applications is Friday 21st October 2016.

Once again, we thank you for your interest in the School and we look forward to receiving your completed application.

Kind regards,

Mr. N. Jones
Chair of Governors
Friezland Primary School

About our Governing Body and the work of the Governing Body:

Our Governing Body is made up of Parents who are elected by the parental body, Local Authority (LA) Governors who are elected the Local Authority (Oldham MBC) and Co-opted Governors who are elected by the Governing Body. We also have one Staff Governor and one Associate Governor and the Headteacher sits on our Governing Body,

All Governors serve for a term of four years. The Chair (Mr. N. Jones) and Vice-Chair (Mrs. C. Neild) are elected for a term of one year.

The views of the Governing Body are really important to ensure that the school is challenged and supported effectively by people who care about the children and the school. The collective views of the Governing Body can help the School to see things differently and do things better.

All Governors are required to adhere to our code of conduct which includes regular attendance at meetings and contributing to the continued development and improvement of the school. In line with the School's Safeguarding Policies, **ALL** Governors **MUST** undertake an enhanced DBS check prior to assuming their role.

The full Governing Body meets three times per year and we also have a number of sub-committees and working parties that meet usually once per term. Each sub-committee and working party has its own elected chair and they deal with a number of different matters including data, curriculum, special projects, resources and environment and report back to the main Governing Body.

As a school governor, you will be part of a team who make decisions regarding the strategic direction and overall performance of the school. For example, you may wish to visit school or be asked to assist in the recruitment of senior staff, undertake the performance management of the Headteacher, apply your practical skills to ensure the school is accountable for budgetary spends and provide constructive challenge to the school on the performance of all pupils or work as a member of a team to improve performance and develop and implement new policies and strategies.

Governors are appointed to provide

- strong links between the school and the community it serves
- a wide experience of the outside world
- an independent view
- a visible form of accountability for the Headteacher and staff of the school
- a team focusing on long term development and improvement
- accountability to the community for the use of resources and the standards of teaching and learning in the school
- support and challenge for the Headteacher and staff.

We expect our Governors to:

- give regular attendance at meetings
- support and challenge the school and work as a member of the governing body in the best interests of the school
- show an interest in school activities
- become well-informed about education in general and about their school in particular
- become familiar with the role and requirements of school governance through attending training courses.

What skills/training do I need to be a School Governor?

There are no formal qualifications required for this rewarding role but school governors will be required to have a genuine commitment to promoting the high standards of educational attainment, bring relevant skills or experience and to share enthusiasm and commitment to the role of school governor.

Each Governor brings their own unique perspective and skill set to this role. It may be that you have skills in finance, project management or education, for example. You may have skills that are not from the workplace but are from other volunteer work that you have done.

Training and Development:

There's lots of free training available for Governors so being part of a Governing Body can help you to develop additional skills that are useful in everyday life as well as in the work environment.

Training is offered on a wide variety of subjects including Introduction to Governorship, Taking the Chair, Data, Performance Management, Ofsted, Curriculum, Safeguarding, SEND and many more. Governors can also attend training on specialist areas supporting the development of knowledge and skills in a variety of areas.

Many training courses are run by Oldham Council and sessions are held during the day and also in the evenings. We also subscribe to 'Modern Governor' which offers online courses that you can complete in your own time and at your own pace. From time to time, we often join forces with the other local schools in the Saddleworth and Lees Collaborative and offer training for the Governors in our Collaborative Schools.

Governors are encouraged to undertake as much training as possible so that they can effectively carry out their role.

How much time will it take?

People often think that they haven't got time to be a School Governor. We can't deny that there isn't a time commitment to the role as all Governors need to attend three main Governing Body meetings per year. Plus we have smaller committee meetings that meet termly as well as areas of special responsibility such as the Health and Safety Governor etc.

Being committed and interested in the role of the school and the future of our children are the most important qualifications to have. The most important thing is to make a difference and want to put something back into the local community.

If you have lots of time to spare then perhaps you can contribute some of this to our school. However, if you only have a little time you can still be a Governor and use your time differently.

**PRO-FORMA TO REGISTER AN INTEREST IN APPOINTMENT AS A
CO-OPTED GOVERNOR AT FRIEZLAND PRIMARY SCHOOL**

Please complete this form in full and return it to: info@friezland.oldham.sch.uk or via post to: Mrs. J. Flynn (School Administrator), Friezland Primary School, Church Road, Greenfield, Oldham, OL3 7LN

Mr/Mrs/Ms/Miss/Rev/Dr/other:

First Name(s) _____ Surname _____

Address: (including postcode)

Tel No: (home) _____ Tel No: (work) _____

E-Mail Address

I wish to become a Co-opted governor because:

What is your interest in experience/knowledge of education matters?

a) What is your interest/knowledge of Friezland School?

b) Have you a past or present association with the school? If so, what is it?

Occupation: (if applicable)

Are you employed by Oldham Council or by the governors of a school in Oldham? (Please tick as appropriate) Yes No

If the answer to this question is YES, please give the name of the department/school in which you are employed:

Professional/personal skills which would assist you in your role as a governor:

Are you able to give any time to go into school on a regular basis? Yes No

Are you prepared to make a commitment to attend at least three full governing body meetings per year? Yes No

Are you willing to become a member of one or more committees of the governing body? Yes No

Referees: Name and Address:

Referee 1
Full Name _____
Address _____

Referee 2
Full Name _____
Address _____

Any other comments:

DECLARATION

I wish to register an interest in being appointed as a community governor as indicated on this form. I have read the grounds for disqualification from being a governor.

I am not disqualified on any of these grounds

Signed: _____ Date: ____/____/____

PLEASE ENSURE THAT YOU SIGN AND DATE THE DECLARATION

Skills

Please tick your level of experience and skills for the below categories. A governing body is a team and will try to ensure that all necessary skills and knowledge are covered within the group. No individual is expected or required to have all of the below skills.

Generic skills, knowledge and experience:	Basic	Moderate	Extensive
Governance (including other sectors)			
Strategic planning			
Self-evaluation			
Data analysis			
Staff recruitment			
Performance management			
Community relations			
Leadership			
Coaching/mentoring			
Negotiation/mediating			
Communication/influencing skills			
Complaints/grievances/appeals			
Decision making			
Challenging procedures			
Monitoring decisions/outcomes/performance			

Please be aware that you will not be required to use your specialist knowledge and/or experience in a professional capacity. These skills will help you ask challenging questions and hold the schools/colleges decisions and performance to account.

Specialist knowledge and/or experience:	Basic	Moderate	Extensive
School improvement			
Financial management/accounting			
Premises and facilities management			
Human resources			
Fundraising			
Law			
ICT and management systems			
PR and marketing			
Children and you people's services			
Health services			
Safeguarding			
Project management			
Health and safety			
Arts			
Languages			
Sciences			
Technology			
Sales/retail/services			
Procurement/purchasing			
Volunteering			