

Parent Governor

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“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Welcome from Principal

Thank you for your interest in this key role in the life of the Academy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. My team and I pride ourselves on making decisions from a position of integrity. As a parent myself, I strongly believe that if it is not good enough for my children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Mrs N Whiles
Principal

Job Advert

An exciting opportunity has arisen for two Parent Governors to join the Local Governing Body at Grace Academy Coventry. The Tove Learning Trust Board of Trustees, together with the Principal of this Academy, has overall responsibility for the running of the Academy. The Board of Trustees delegates certain powers and functions to the Local Governing Body. These are set out in the Trust's Scheme of Delegation and Terms of Reference which are available to view on the Tove Learning Trust website.

The role of the governing body is a strategic one; its key functions are to:

- Setting strategic direction
- Ensure accountability and
- Monitor and evaluate school performance

We want a Parent Governor who:

- Currently has a child or children in our Academy
- Has an open and enquiring mind
- Is able to work well with others
- Is interested in education generally and our Academy particular
- Has a desire to play a part in improving our Academy
- Is willing to give time to attend meetings and training (*Approx. 6 meetings through the year*)
- Has the skills/experience that can be applied to the role of governor

The term of office for governors is 4 years. No special qualifications are needed. Training is available for all local governors and the Board of Trustees has an expectation that those new to being a local governing body member, attend free induction training.

How to apply

If you would like to stand for election or nominate another parent, please complete the attached nomination form and return to Katy Khandepaker (Clerk to Governors) at Katy.Khandeparker@services4schools.org.uk. Self-nominations will be accepted, but if you are nominating another member of staff you should seek their prior consent.

You may also include a short personal statement to support your nomination, which should be no longer than 250 words. The statement should only include biographical information, your reasons for wanting to be a staff governor and the contribution you believe you can make to the local governing body.

If there is only one nominee, s/he will be automatically elected as parent governor. If there is more than one nominee, an election will be held and copies of candidates' personal statements and ballot procedure will be circulated to all members of staff. Ten school days will be allowed for the return of ballot papers.

An informal confidential discussion with can be arranged with Katy Khandepaker at Katy.Khandeparker@services4schools.org.uk.

Job Description

To contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school 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

Activities: As part of the governing board team, a governor is expected to

1. Contribute to the strategic discussions at governing board meetings which determine:

- The vision and ethos of the Academy
- Clear and ambitious strategic priorities and targets for the Academy
- That all children, including those with special educational needs, have access to a broad and balanced curriculum
- The Academy's budget, including the expenditure of the pupil premium allocation
- The Academy's staffing structure and key staffing policies
- The principles to be used by school leaders to set other Academy policies

2. Hold executive leaders to account by monitoring the Academy's performance; this includes:

- Agreeing the outcomes from the Academy's self-evaluation and ensuring they are used to inform the priorities in the Academy Development Plan
- Considering all relevant data and feedback provided on request by Academy leaders and external sources on all aspects of Academy performance
- Asking challenging questions of Academy leaders ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
- Ensuring senior leaders have developed the required policies and procedures and the Academy is operating effectively according to those policies
- 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 Academy priority
- Listening to and reporting to the Academy's stakeholders: pupils, parents, staff, and the wider community, including local employers

3. Ensure the Academy staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.

4. When required, serve on panels of governors to:

- Hear the second stage of staff grievances and disciplinary matters
- Hear appeals about pupil exclusions

Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> An understanding of the role of School Governors 	<ul style="list-style-type: none"> An understanding of how the Academy's performance is measured An understanding of the Academy's finance An understanding of the key issues and priorities facing the Academy
Skills and Attributes	<ul style="list-style-type: none"> Analytical skills and the ability to understand and question written and numerical information The ability to establish good working relationships with Governors, Parents and Staff at all levels within the Academy 	<p>Any of the following skills will also add value:</p> <ul style="list-style-type: none"> Marketing Strategic Planning Communications Project Management Decision Making Problem Solving Finance HR Legal Knowledge Health & Safety Premises Management
Personal Attributes	<ul style="list-style-type: none"> An interest in the education of children An enquiring mind and desire to understand how the Academy is impacting the performance of students Self-motivated and dependable Effective team player Able to share ideas Able to understand and interpret sensitive information and apply appropriate levels of confidentiality A commitment to the demands of the role 	

PARENT GOVERNOR NOMINATION FORM

Election of Parent Governor

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address: _____

Signature of person nominated : _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor.

I confirm that I am willing to stand as a candidate for election as a staff governor and that I am not disqualified from holding office for any of the reasons set out within the Application Booklet – Qualifications and Disqualifications.

Signature: _____ Date: _____

Completed nomination forms to be returned to Katy Khandeparker. Email address:

Katy.Khandeparker@services4schools.org.uk