

Dear Parents, Carers and Guardians,

**Could you become our new Parent Governor at The Norwood School?**

We are looking for a new parent governor to join our Board of Governors.

Being a governor is very rewarding and gives you the opportunity to work as part of a team and gain new skills.

This is an exciting time to join our Board of Governors; we are looking to the future to shape our Strategic Vision for the school so we can continue to ensure the best outcomes for every pupil.

We will run elections during the Autumn term with successful candidate joining the Board of Governors from December 2023.

If you are interested in standing or would just like to find out more, we encourage you to speak with some of our current governors. You can contact Russell Hunter, Chair of Governors or one of our current parent governors (Nicole Akong, Ed Davie and Izabela Luczak-Wisniewska) via the school office. Please email Ms Darnell-Smith at [darnell.smith.k@thenorwoodschool.org](mailto:darnell.smith.k@thenorwoodschool.org) or leave a message at reception.

**Please apply using this google form <https://forms.gle/t25DFrQgQy3Zh2ug9> by Friday 3rd November 2023 in order to be included in the voting process.** Alternatively paper copies of the form are available from the school reception.

Best wishes,



**Russell Hunter**  
**Chair of Governors, The Norwood School**

## INFORMATION PACK / FAQs

### What skills do I need to be a Parent Governor?

The most important requirements to become a parent governor are passion, enthusiasm, commitment and a genuine interest in The Norwood School!

Don't worry if you have no experience as full training and support is available from our Local Authority, Lambeth, and your colleagues on the Governing Body.

Of course, there are certain skills that we are keen to have on our Board of Governors, and these currently including:

- professional experience of the creative or performing arts,
- healthcare, including safeguarding and mental wellbeing,
- finance
- strategic planning and change management
- secondary or primary education, and
- those with previous experience as a governor

### The role of Parent Governors

Parent Governors are full members of the Board of Governors. You will bring your experience and knowledge to contribute to the successful running of the school, and you represent the parent community as a whole.

As with all other governors, being a parent governor is a "hands off" role. You will focus on strategic issues facing the school. This means you will oversee how the school is run and challenge the senior leadership team where necessary, but you do not get involved in the day-to-day running of the school.

Parent governors do not accept individual complaints or concerns from parents, carers and guardians, and they do not accept them and refer them to the school.

Parent governors may also be invited to serve on interview panels for key staff appointments, and governor hearing panels in the event of complaints from parents, carers and guardians.

You can find more information from Lambeth on the role of governors [here](#).

### Term of office

Your term will be 4 years. You will remain a Parent Governor even if your child leaves the school, unless you decide to step down earlier.

### Time commitment

The most important duty of governors is to attend meetings of the Governing Body. You should be sure that you are committed and available to do this if you are going to apply.

Currently our meetings are as follows:

- The **Board of Governors** meets 4 times per year. Meetings are in person in the school, and run from 5:30- 7:30pm.

- Governors also sit one or more committees: **Resources** (finance, staffing and buildings), or **Achievement** (pupil progress, attainment) and/or **Wellbeing** (wellbeing of students and staff). These meetings are typically on Monday and take place online. Committee meetings start between 5:00pm and 5:30pm and last around 90 minutes. Each committee meets 3 times per year. **Note: the successful candidate in this election will join the Resources committee.**

In addition, Governors are expected to participate in the life of the school. For example Governors participate in interview panels for senior appointments and governor hearing panels, and Governor presence is expected at information evenings. Governors are also welcome to attend school cultural events to see for themselves the creativity of our students.

You can find out about the work of Governors on the school website [here](#).

### **Who can stand to be a Parent Governor?**

You can stand if you have or have had parental responsibility for a student registered at The Norwood School, or if you have day-to-day responsibility for a student.

Note that there are certain [exclusions](#).

Full eligibility details are on the nomination form.

### **Diversity, Equality and Inclusion**

The Governing Body is keen to ensure that our membership reflects the diversity of community that The Norwood School serves, and we particularly encourage applications from black and minority ethnic backgrounds.

### **How to stand**

If you are keen to stand for election, please complete the nomination form and submit via google document or by hand by **midday on 3rd November 2023**.

Applications received after this date will not be accepted.

Printed copies of the form are available at the school office.

All candidates should write a brief biography which will be shared with other parents, carers and guardians. These biographies will also appear on the ballot paper.

Your biography should set out:

- your background, and
- what you can bring to The Norwood School as a Governor.

### **The election process**

If we receive only 1 nomination by the nomination deadline then that individual will be automatically appointed.

If we receive 2 or more nominations we will hold a secret ballot. Parent, carers and guardians will be able to vote for 1 candidate to serve as a parent governor.

If a vote is necessary, details on how to vote will be sent to all parents, carers and guardians.