



Castle View School

Academy Trust



Headteacher: Steve Durkin, BA (Hons), MTL, NPQH

March 2017

BECOME A PARENT GOVERNOR AT CASTLE VIEW SCHOOL

There are currently two vacancies available for Parents/Carers of students at Castle View to join the Governing Body. Parent Governors play an important role as members of the Governing Body and we are keen to hear from anyone who is interested in taking on this challenging, but rewarding role.

Whilst there are no specific qualifications or experience required to be a Parent Governor we are particularly interested to hear from anyone who has knowledge and understanding of financial matters or human resources. Governors do not need to have in-depth knowledge of education but must have an interest in the school and the welfare of the school's pupils.

The Board of Governors is responsible for directing the conduct of the school and for promoting high standards of educational achievement. The term of office for parent Governors as determined by the Board of Governors is 4 years.

As an Academy Trust (a charitable company limited by guarantee) all Governors are registered as Directors of the Academy Trust with the Registrar of Companies and act within the powers of the Articles of Association.

If you would like to stand for election please write to the Headteacher, Mr Steve Durkin, outlining some brief biographical details suitable for inclusion in the ballot paper by no later than 24th March 2017. Your letter should also confirm that you are:

- (i) willing to stand as a candidate for election as a Parent Governor and
- (ii) not disqualified from holding office for any of the reasons set out in the School Governance Regulations

Nominations must be from Parents or Carers with children at the school on the day that nominations close. Parents/Carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

There are also some legal requirements that all governors must abide by. These include:

- Must be over the age of 18 years old
- Is not subject to a bankruptcy order
- Does not have an order made under section 429(2)(b) of the Insolvency Act 1986
- Is not subject to a disqualification order of disqualification undertaking under the Company Directors Act 1986
- Has not been removed from the office of charity trustee by an order made by the Charity Commission
- Is not included in the list of people considered by the Secretary of State as unsuitable to work with children
- Is not disqualified from working with children
- Has not received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months in the 5 years before becoming a governor
- Has not received a prison sentence of 21/2 years or more in the 20 years before becoming a Governor
- Has never at any time received a prison sentence of 5 years or more.

All Governors at Castle View will be subject to a DBS (Disclosure and Barring Service) check.

Our Vision

Students, Parents and Staff working in partnership to pursue academic excellence, nurturing students' personal and social development, fostering a culture of high aspirations.
Pursue Excellence - Be The Best



Castle View School is a charitable company limited by guarantee and registered in England and Wales with company number 09146848. The registered office is at

Castle View School Foksville Road Canvey Island Essex SS8 7FH

Tel: 01268 696811 Fax: 01268 511585 Email: admin@castleview.essex.sch.uk Website: www.castleview.essex.sch.uk

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all Parents together with details of the ballot procedure. Prior to this process candidates will be invited to attend an information event with a small panel of existing Governors to allow opportunity to find out more about the role and ask any questions that they may have (date to be confirmed).

Every year Castle View Governors sign a code of conduct which lays out the principles and rules to which they agree to abide. School governance is a form of public office.

All Governors are expected to attend regular training in order play an effective part of the Governing body. This will include introductory training on the Roles and Responsibilities of a School Governor and an in-house induction. The continued personal development of Governors is encouraged to ensure we remain effective and certain positions of office will require a commitment to specific training.

There is at least two full Governing Body Meeting each term. Regular attendance at meetings is essential.

If you would like to know more school governance please contact Karen Eaton on 01268 696811 or email karen.eaton@castleview.essex.sch.uk

About school governing bodies

Governing bodies are the strategic leaders of schools and have a vital role to play in making sure every child gets the best possible education.

The role of governors is to:

- approve and monitor the budget
- set and monitor targets
- promote the highest standards
- appoint senior staff

The role of the Headteacher and staff is:

- teaching
- day to day management
- professional duties

Continual Improvement

Governors follow a cyclic process to drive continual improvement.

Governing bodies should have a strong focus on three core strategic functions:

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its students
- c. Overseeing the financial performance of the school and making sure its money is well spent

The Governing Body performs these functions through meetings and monitoring visits to the school.

Yours sincerely



VIV DURKIN
Headteacher