



18th November 2020
cs/LGBParentElectionNov20

Dear Parent/Carer

LOCAL PARENT GOVERNOR VACANCY - NOMINATIONS

I am writing to inform you that there are two vacancies for parent governors to serve on the local governing body of St John's Marlborough.

Local parent governors are vital for an effective local governing body. All governors share equally the responsibility for carrying out the local governing body's wide range of responsibilities. The local governing body has as its core focus the standard and quality of education at the academy and is directly responsible to the Excalibur Trust Board for the monitoring and challenge of educational standards. You do not have to be an expert in education to be a school governor although experience in the field of education would be welcome; your role would be as a typical parent bringing a parent's perspective to the local governing body and the academy. We value the experience that all local governors bring to the role.

If you join the governing body, you would serve a four-year term and can continue to the end of your term even if your child/ren leave the academy during that time. Being a governor is rewarding but does require a commitment of time and energy to the academy. There are seven local governing body meetings each year and you will need to set aside time to be able to be effective - time to prepare for meetings such as reading papers and considering questions, undertake training, keep up to date with key legislation and, most importantly, time to visit the school. To find out more about what being a local governor at this academy is like you can contact Caroline Thomas, Chair of the local governing body (caroline.thomas@excalibur.org.uk) who will be pleased to answer your questions.

WHO CAN BE A LOCAL PARENT GOVERNOR?

All parents with a child at this academy are eligible to stand for election, including those who work at the school provided that they work for less than 500 hours per year when they are elected.

A parent is defined as "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person whom the child lives with and who looks after the child, irrespective of what their relationship is with the child; someone involved in the full-time care of the child on a settled basis.

There are some circumstances that disqualify an individual from serving as a school governor; please read the list of disqualifications included with the nomination form.

HOW TO NOMINATE YOURSELF

If you would like to take this opportunity to nominate yourself as a candidate, you must use the attached nomination form which needs to be completed and returned to me by email (martin.bull@excalibur.org.uk) by 12 noon on 18th December 2020.



If the number of nominations is equal to the number of vacancies, the local governing body will decide on recommending to the Trust Board that the nominees be appointed to the local governing body.

If more than one nomination per vacancy is received, an election by secret ballot will be held in January or February. All nominees will be invited to attend the count, following which the two candidates who receive the highest number of votes will be recommended to the Trust Board for appointment to the local governing body.

The information you provide on your nomination form is important as, in the event of an election, the statements from the candidates will be typed in a standard format and sent to voters along with voting instructions. You will be informed of the election arrangements soon after the closing date for nominations.

Good luck!

Yours faithfully

Martin Bull

Martin Bull
Clerk to the Local Governing Body and Returning Officer
martin.bull@excalibur.org.uk



A family of schools
Achieving excellence
Empowering individuality

Introduction to becoming a Governor

www.excalibur.org.uk



A family of schools achieving excellence and empowering individuality

About Excalibur Academies Trust

Excalibur Academies Trust currently comprises 13 schools, 4 secondary and 9 primary, providing excellent education for children aged from 2-19 in diverse range of communities situated along the M4 corridor between Bristol and Reading. Excalibur Teaching School Alliance has a membership of over 20 schools and provides secondary and primary School Direct PGCE training courses, a suite of professional qualifications, school to school support, research and development and a full programme of professional development activities.

Our Vision

To provide an excellent education, empowering individuals to thrive and grow within a caring, aspirational and outward looking culture.

Our Values

- **Ambitious:** always having high expectations and aspirations for everyone; learning from the best and thinking big; having an optimistic outlook
- **Empowering:** Believing and investing in our people; developing talent and potential; celebrating diversity and individuality; working collaboratively and celebrating achievement
- **Ethical:** doing what is right and challenging what is wrong; showing kindness and compassion; promoting wellbeing and sustainability

Our Aims

- To raise educational standards
- To value and develop our people
- To ensure sustainability as we grow

	Our Schools	Age Range	Number on Roll	Ofsted rating
	Fairfield High School	11 – 16	1093	Good
	John O'Gaunt School	11 - 16	381	Good
	St John's Marlborough	11 - 18	1662	Outstanding
	The Wren School	11 - 18	789 Sixth Form 2020	Good
	Burbage Primary School	2 - 11	130 inc nursery	Good
	Easton Royal Academy	4 - 11	56	Good
	Great Bedwyn CofE School	4 - 11	207	Outstanding
	Lambourn CofE Primary School	2 - 11	212 inc nursery	Sponsored academy
	May Park Primary School	2 - 11	542 inc nursery	Sponsored academy
	Nythe Primary School	2 - 11	180 Not inc nursery	Good
	Oare CofE Primary School	4 - 11	68	Good
	Ogbourne CofE Primary School	4 - 11	100	Good
	St Katharine's CofE Primary School	4 - 11	97	Good

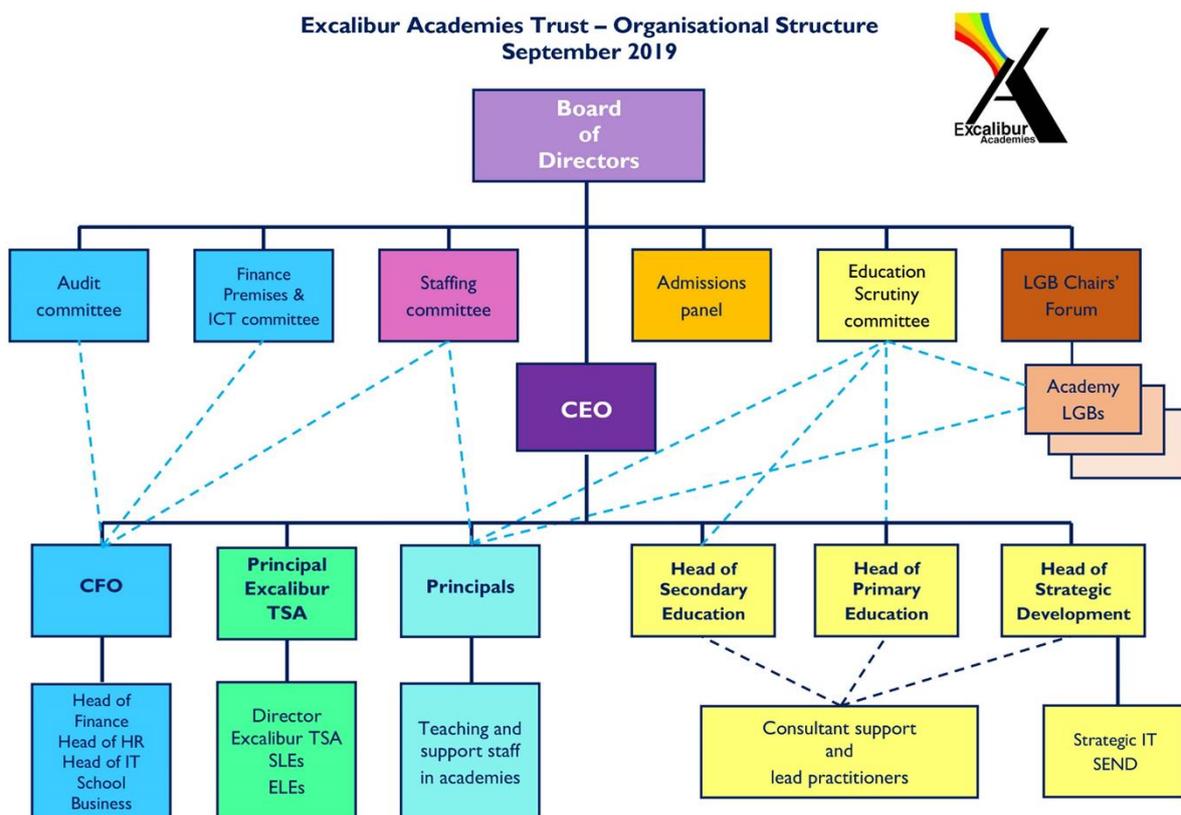
Our Structure

Every school within Excalibur retains its own identity, has its own Local Governing Body and manages its own budget. Our schools serve very different communities and we celebrate the diversity this brings to the Trust. Whilst we all operate within the vision, values and aims of the Trust, we believe in individuality not conformity, and each school is encouraged and supported to tailor its provision to meet the needs of its pupils.

We all share the aim of achieving excellence and we work collaboratively to co-design our structures and systems, and our approaches to teaching and leadership, learning from and building on evidence of what works. We enjoy working together, sharing expertise and planning in partnership, with no school left behind.

Local Governing Bodies - have delegated authority to ensure educational progression and compliance with Excalibur policies and procedures. Local governing bodies are specifically focused on the:

- standard and quality of education in the academy
- welfare, behaviour and attendance of the students at the academy
- relationship between the academy and the local community



The LGB Chairs Forum:-

- supports the LGBs in their focus on the quality of education.
- Composed of the chairs of all LGBs the forum works with the CEO to drive improvement of educational standards through collaboration, best practice and support.
- The Chair of the LGB Chairs Forum is appointed to the Board of Directors

Education Scrutiny Committee:-

- reviews the outcomes for each academy at the end of the academic year measured against targets sets and national comparative data;
- agrees the performance measures for the forthcoming academic year;
- holds the Executive to account for setting operational targets and achieving targets within agreed timescales;
- monitors key measures including the quality of leadership and management across the Trust academies and central team performance

Audit Committee:-

- assists directors in ensuring internal financial controls are in place and adhered to
- oversees the risk management process, considering the major risks, establishing and monitoring a risk register, assisting in the preparation of the statement on risk management for the annual report; ensuring risk management strategies are in place
- monitors and reviews health and safety issues on a regular basis, drawing any matters to the attention of the Board
- receives the Annual Report and Financial Statements for recommendation to the Board

Finance, Property & ICT Committee:-

- considers and recommends acceptance/rejection of the Trust's budget
- monitors and reviews the financial health and resources of the Trust to ensure long term viability
- scrutinises and approves significant projects or items of expenditure, ensuring resources deliver value for money
- oversees the commercial activities of the Trust and ensures that appropriate business plans are evolved

Staffing Committee

- reviews and recommend for approval Trust wide HR Policy; in particular, the strategies and policies for recruitment, retention, pay and rewards, training and professional development including apprenticeships
- advises the Board on organisational change, HR compliance and risk management issues
- considers and recommends acceptance/non-acceptance of the Trust's organisational model and associated budget
- approves new posts at leadership level and above

The Role of the Governor

All governors share equally the responsibility for discharging the LGBs responsibilities. Governors do not need to be experts on education nor are they representatives of stakeholders, their role is to bring their perspective, skills and experience to the LGB and the academy. Being a governor is rewarding but does require a commitment of time and energy to the academy. LGBs typically meet six times a year and you will need to set aside time to be an effective governor; time to prepare for meetings, undertake training, keep up to date with changes to the education landscape and, most importantly, time to visit the school. Those in employment might want to discuss their entitlement to time off for public duties with their employer.

Further information can be found at: <https://www.gov.uk/time-off-work-public-duties>

The LGB has a strategic role in development of the school but is not involved in the operational management; that is the role of the Principal. Governors monitor and evaluate the school's effectiveness providing challenge and support to the Principal who is accountable to the LGB for the school's performance. The delegated responsibilities of the LGB are set out in the LGB Terms of Reference.

It is expected that governors will:-

- Attend all LGB meetings having previously prepared by reading all documents and raising issues requiring clarification prior to the meeting
- Contribute actively and constructively at the meeting
- Take on the responsibility of a link role for at least one subject or area
- Visit the school three times per year during the school day
- Respond in a timely manner to correspondence
- Complete appropriate training
- Participate in working groups or take responsibility for specific projects if required
- Support school events whenever possible
- Agree to abide by the Excalibur Academies Trust Code of Conduct and maintain complete confidentiality at all times

Categories of Governor

The role and responsibilities of all governors are identical; the different categories of governor relate to how they are appointed to the LGB.

- Parent governors – elected by and from the parent body
- Staff governors – elected by and from the academy's staff
- Community governors – appointed by the LGB
- Foundation governors (church schools only) – appointed by the LGB and diocese

All appointments are subject to approval of the Excalibur Academies Trust Board

Safeguarding

Excalibur Academies Trust maintains a strong safeguarding culture and ethos in its academies. All governors must apply for an enhanced DBS (Disclosure and Barring Service) check and undertake regular safeguarding training.

Induction and Training

Excalibur Academies Trust provides induction training for all new governors and you will be allocated an experienced governor as a mentor. All Excalibur governors are enrolled as members of the National Governance Association which gives access to a wealth of resources including a comprehensive suite of excellent online training modules. Further training in specific areas is sourced from a range of providers as appropriate.

Education is a complex landscape subject to almost constant change. There is a vast array of resources to help and support governors both within the organisation and externally. Your fellow governors, clerk and Principal will all play a role in ensuring that you are provided with the information and training to fulfil your responsibilities.

Out of pocket expenses

Excalibur Academies Trust considers it important to pay governor allowances to ensure all members of the community can serve as a governor and considers such allowances to be an appropriate use of school funds.

Allowances for care costs will not be paid for regular, scheduled meetings e.g. LGB meetings. Allowances for care costs will be paid when governors are undertaking other tasks, such as training, staffing panels etc. Governors may claim allowances providing the expenses are reasonable, justified and incurred in carrying out their duties as a governor. Expenses incurred should be minimised and provide best value for money.

The Election Process for Parent Governors

- All parents (and those with parental responsibility) informed of vacancy and nominations invited
- Completion of nomination form
- Where the number of nominations equals or is less than the number of vacancies the LGB can recommend the appointment of nominees
- Where the number of nominations exceeds the number of vacancies an election is held by secret ballot
- LGB recommend appointment to Excalibur Academies Trust Board of Directors
- DBS check and references obtained
- Appointment approved by Board of Directors

Thank you for your interest in becoming a governor at an Excalibur Academies Trust academy. If you need further information at this stage please contact:-

Nicola Hickford, Clerk to the Directors nicola.hickford@excalibur.org.uk