



Four Lanes Federation



Executive Headteacher: Mrs J Mallaby
Head of School (infant): Mrs J Docherty
Head of School (junior): Miss N Jones

Hanmore Road, Chineham, Basingstoke, Hampshire. RG24 8PQ
Infant contacts: gen.admin@fourlanes-inf.hants.sch.uk or phone: 01256-324256
Junior contact: admin@fourlanes-jun.hants.sch.uk or phone: 01256-816326
Websites: www.fourlanesinfants.co.uk & www.fourlanes-jun.hants.sch.uk

21st June 2024

Dear Parents / Carers

Vacancy for Parent Governor – Four Lanes Federation Governing Body

We currently have an exciting opportunity for a parent/carer to join us as a Parent Governor. You will join a team of committed volunteers, all of whom are from the local community, some with children at the schools.

Please note that you must have parental responsibility for a child in either school to be appointed as a parent governor.

We believe in maintaining a strong partnership with parents, which in turn, brings enhanced benefits to the children. One of the most significant ways you can help in promoting this is to volunteer to be a parent governor.

Parent governors play a vital role in ensuring the governing body is aware of the views of parents and the local community. You are not required to have any specific experience, or to be an expert on education: most important is a commitment to the schools and the energy, enthusiasm and desire to make a difference to the education of the children. You will receive a comprehensive induction, training from Hampshire County Council on the governor role, and you will be assigned a mentor from the existing governing body to support you in understanding the expectations of your new role.

What does the governing body do?

We contribute to the work of the schools in ensuring high standards of achievement for all children by:

- Setting the vision, ethos and strategic direction;
- Holding the Executive Headteacher to account for the educational performance of the schools and the pupils; and
- Overseeing the financial performance of the schools, making sure their money is well spent.

How do we do this?

- Attending and contributing to the strategic discussions at meetings of the full governing body (approximately seven per academic year between 6.00 and 8.00 on Thursday evenings). You may also choose to join one of the committees, which will require you to attend further meetings. Most of these meetings take place in school, but we also use Microsoft Teams for remote meetings where necessary.
- Monitoring the school's performance by:
 - Considering data provided by the schools and then being prepared to ask challenging questions of school leaders;



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- Ensuring senior leaders have developed the required policies and procedures and that the schools are operating accordingly;
 - Acting as a link governor on a specific issue, making relevant enquiries of staff and reporting back to the governing body;
 - Joining a committee according to your skills and experience;
 - Serving on panels of governors to deal with specific requirements / activities (when required).
- Visiting school (usually during school hours) to conduct monitoring visits, writing up the visit report afterwards, and presenting findings to the governors at the next scheduled meeting.

What do we need?

You will enjoy and be successful in this role if you:

- Have an open and enquiring mind, showing a willingness to listen,
- Are able to work well with others as part of a team, with the energy and enthusiasm to get fully involved and to share in the responsibilities of the governing body,
- Have an interest in education generally and in our schools in particular,
- Have the time to:
 - attend meetings (with approximately two hour's preparation and reading beforehand)
 - attend Hampshire County Council training events. (Hampshire offers a blended approach to training, with face to face events, which take place in locations around Hampshire, and online webinars. Most events last around two hours).
 - visit school during the school day for monitoring purposes and write up your visit report ready to present at the next full governing board meeting (maximum of one visit per term, depending on the monitoring focus)

All governors are issued with a school email address and are required to use this for governor work. You will also need access to a device which will be suitable for accessing Hampshire County Council's secure platform and for Microsoft Teams – this could be a laptop / desktop / tablet or equivalent. Some meetings are conducted remotely, via Microsoft Teams, and we can support you if you've not used Teams before.

Further information

There is lots of information available about being a school governor, but these are good places to start:

- National Governance Association (www.nga.org.uk)
- Hampshire County Council (hants.gov.uk/governors-volunteer)



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All of our governors love to talk about the work they do for the schools, so if you would like to arrange an informal discussion about what it's really like, leave your contact details with either of the school offices and one of our experienced governors will contact you.

There is an immense satisfaction to be gained by becoming a school governor and contributing to the education of the young people in our community. Governors can make a real difference to the educational performance of the schools in the federation and have a vital part to play in ensuring our continued success.

How to apply

In order to apply as a Parent Governor, **you must have day to day parental responsibility for a child in the school.** If you are not sure whether you qualify, please contact the school office who will be pleased to advise.

You need to complete the Hampshire County Council application form, which can be found on the Infant School's website, under the 'Current Vacancies' tab on this link: <https://four-lanes-infant-school.secure-primariesite.net/current-vacancies/> and return this to either school office. Paper copies can be requested from the school office if it is not possible for you to access this.

Please note that completed application forms must be submitted to the office by the end of the school day on 5th July 2024.

In the event that there are more applications than vacancies, we will need to hold an election and voting papers will be sent out to all parents. In this instance, the information you include on the 'Reasons for Applying' and 'Experience and personal skills' sections of the form will be used as your election statement.

You should also make yourself aware of Hampshire County Council's guidelines for the election of parent governors, also available under the 'Vacancies' tab on the school's website.

Yours sincerely,

Mrs J Mallaby

Executive Headteacher

Please note:

- for the protection of children, it is mandatory that all governor appointments are subject to an enhanced check from the Disclosure and Barring Service (DBS).