



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: IT/CAG

Your Ref:

Date:

9 October 2023

Dear Parent/Guardian

A number of Parent Governor vacancies exist on our school's Governing Body. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent Governors must currently have a child at Cannock Chase High School and are appointed for a period of four years, irrespective of whether their children remain in school throughout that period. Further details of roles and responsibilities are attached to this letter and can be found on the school website (<https://www.cannockchasehigh.com/about-us/governors>).

Parents who are willing, and eligible, to stand as a candidate for election may obtain an Application Form from the school Reception or download a copy from the school website. Parents of all children currently registered at the school are entitled to stand for election. For these purposes 'parent' includes a step-parent, guardian or other persons having parental responsibility. Please note that if you are employed at this school for more than 500 hours in the year (i.e. more than one third) you are not eligible to put yourself forward for election. You will, however, be entitled to vote in the election.

A completed Application Form must be returned to the school no later than 3.30pm on Monday 23 October 2023. Candidates are asked to include a brief statement about themselves and why they would be suitable for this role. This will be distributed to all parents to help them to make their decision when voting.

Following the closing date for nominations, all parents will be sent a ballot paper giving details of each of the candidates. Depending on the number of applications this may not be required. If it is required, details of the process will follow as soon after the closing date as possible.

All candidates will be invited to attend the count although it will not be invalidated due to inability to attend.

The results of the ballot will be posted immediately following the count.

Yours sincerely

Mr I Turnbull
Headteacher

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Roles and Responsibilities of Parent Governors

Terms of Office: Four years duration (with potential at the end of that period for re-election providing the eligible criteria are still met).

Governing Body Committee Structure

All regular governor meetings are held on Wednesdays and start at 4.30pm. Each committee meets once each term (ie 3 times a year).

Ad hoc meetings (e.g. disciplinary meetings, exclusion meetings) are held to fit in with Governors' and the school's needs.

Regular Committees are:

Full Governing Body;

Standards Committee (Behaviour and Attitudes, Personal Development, Inclusion Reports);

Standards Committee (Quality of Education, Leadership and Management Reports);

Finance & Resources Committee.

The Governors make decisions on a wide range of matters affecting the school and monitor its progress and standards. They ratify policies and procedures, staff salaries and pay progression and any matter pertaining to the school's function and role in the community. They have the final say on whether or not a student is permanently excluded, and are responsible for setting the school's targets on attainment and attendance annually, as well as the Headteacher's performance appraisal targets (usually by a sub-committee of three Governors, advised by an external adviser).

Full Governing Body

Membership & Disqualification: As laid down in the articles of the Academy Trust.

Terms of reference:

- To agree constitutional matters*, including procedures where the Governing Body has discretion;
- To recruit new members as vacancies arise and to appoint new Governors* where appropriate;
- To hold at least three Governing Body meetings a year*;
- To appoint or remove the Chair and Vice Chair*;
- To appoint or remove a Clerk to the Governing Body*;
- To elect a Chair and Vice Chair for other committees;
- To establish the Committees of the Governing Body and their terms of reference*;
- To appoint or remove a Clerk to each Committee*;
- To suspend a Governor*;
- To decide which functions of the Governing Body will be delegated to Committees, groups and individuals*;
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*;
- To approve the first formal budget plan of the financial year;
- To keep the School Improvement Plan and its practice under review and make revisions where appropriate;
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate;
- To review the School Self-Evaluation Form;
- To oversee arrangements for individual governors to take leading roles in specific areas of provision.
- To review the delegation arrangements annually*;
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents;
- To monitor the progress of work being undertaken by committees and individuals;
- To establish and keep under review Critical Incident policy and procedures;
- To consider recommendations made by committees with regard to the working of the Governing Body;

- To establish and keep under review a protocol for the Governing Body;
 - To establish and keep under review arrangements for Governors' visits to school;
 - To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan;
 - To attend to any other matters appropriately referred to this Committee.
- * These matters cannot be delegated to either a Committee or an individual.**

Standards Committee (Behaviour and Attitudes, Personal Development, Inclusion Reports)

Membership & Disqualification: As agreed annually by nomination or volunteering at the Full Governing Body meeting in the Autumn Term.

Terms of reference:

- To monitor and advise the Governing Body on the standards in the school, particularly in relation to:
 - Rewards and Sanctions;
 - Attendance;
 - Special Educational Needs and Disabilities (SEND);
 - Disadvantaged/Pupil Premium;
 - Looked After Children (LAC);
 - Fundamental British Values;
 - Character Education;
 - Careers, IAG and Destinations;
 - PSHE, SMSC and RSE.

Standards Committee (Quality of Education, Leadership and Management Reports)

Membership & Disqualification: As agreed annually by nomination or volunteering at the Full Governing Body meeting in the Autumn Term.

Terms of reference:

- To monitor and advise the Governing Body on the standards in the school, particularly in relation to:
 - Key Stage 4 Outcomes;
 - Curriculum;
 - Home Learning;
 - Learning and Teaching;
 - Alternative Curriculum;
 - Literacy;
 - Safeguarding;
 - Alternative Provision;
 - Complaints and Allegations;
 - In-Year Admissions and Leavers;
 - Sixth Form.

Finance and Resources Committee

Membership: As agreed annually by nomination or volunteering at the Full Governing Body meeting in the Autumn Term.

Disqualification: Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Finance terms of reference:

- In consultation with the Headteacher and Executive Business Manager, to draft the first formal budget plan of the financial year;
- To establish and maintain an up to date 3-year financial plan;
- To consider a budget position statement in line with financial reporting requirements for academies;
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body;
- To review charges and remissions policies and expenses policies annually;
- To make decisions in respect of service agreements;
- To make decisions on expenditure following recommendations from other committees;

- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised;
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher;
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments;
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee;
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review and recommendation to the Board;
- To oversee the appointment procedure for all staff;
- To establish and review a Performance Management policy for all staff;
- To oversee the process leading to staff reductions;
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- To make recommendations on personnel related expenditure to the Full Governing Body;
- To consider any **appeal** against a decision on pay grading or pay awards;
- To attend to any other matters appropriately referred to this Committee.

Resources terms of reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises;
- To oversee arrangements for repairs and maintenance;
- To make recommendations to the Finance Committee on premises-related expenditure;
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids;
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy;
- To establish and keep under review a Building Development Plan;
- To establish and keep under review an Accessibility plan;
- To attend to any other matters appropriately referred to this Committee.