

Governor Information Sheet

Thank you for expressing an interest in becoming a Governor at one of our schools. If appointed, you will be joining a group of like-minded volunteers all giving up some of their time to help improve the life chances of over 3400 children in our 18 schools. Thank you.

Mike Hosking
Chair of Trustees

Simon Hague
CEO

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1. What does a governor do?

Overview of the role

Governors are members of a Local Governance Committee (LGC) which helps support the school. The LGC is a committee of the Board of Trustees and has various responsibilities including monitoring the progress of plans and learning outcomes, stakeholder engagement (*for example parent surveys*) and hearing how children are kept safe. Our Local Governors are all volunteers and have an important role in supporting and challenging our school leaders to achieve the best possible outcomes for every child in the school.

You have an important role as the “eyes and ears” of the Trustees at a local level – helping ensure pupils get the best possible school experience and ensuring a strong community involvement with the school.

Specific Governor Roles

Each Local Governance Committee has a Chair of Governors, a Vice Chair of Governors, a named Safeguarding Governor, and a named Special Educational Needs Governor. These positions are elected either annually, or biennially and available to all parent and community governors. **You do not need specific qualifications or experience to carry out these roles, just a willingness to learn.**

2. What Support is available to governors?

Each Local Governance Committees has access to the following:

- A dedicated Governance Professional – they are there to help and support you in your role, by providing advice and guidance.
- A Lead Governance Professional – they are there to support the Governance Professionals, and can provide governors with support, resources and training.
- The Trust offers a range of training opportunities and resources, to enable you to carry out your role.
- Governor Hub Knowledge – We subscribe to Governor Hub Knowledge which is a website providing access to an enormous number of resources specifically for school Governors. Governors have their own access to this so you can utilise this at your own discretion.
- Mentoring with one of our experienced governors from your Local Governance Committee, or another local governor.

3. What is a Multi-Academy Trust (MAT)?

A MAT is a group of schools who have decided to work together. It is an educational charity which receives public funding to “*advance education for the public good*”.

Crofty Education Trust works as a single organisation – all staff across the 18 schools and the small shared services team working collaboratively to achieve the best possible outcomes for every single child.

To find out more about the trust please visit our website: <https://croftymat.org/>

4. How does local governance actually work?

Local Governance works in partnership with all the Trust’s employees (teachers, classroom assistants, support staff, senior leaders) to deliver the best outcomes for every child and their families, through outstanding teaching and providing first class facilities.

Governors are responsible for monitoring the schools’ arrangements for Safeguarding, SEND, and progress towards their School Development Plan. Governors do this by speaking with pupils and staff and by receiving regular reports from both the Headteacher and the Trust about their progress.

Governors also have a responsibility for engaging with stakeholders – parents, pupils and staff – so a range of views can help shape the future of everyone within the wider Crofty Education Trust community.

As a local governor much of your time will be focused on preparing for and attending the regular meetings with the Headteacher where you will get updates on plans and outcomes – and have the opportunity to ask questions.

5. What skills or experience do I need to have?

You do not need previous experience of governance or education – or to have qualifications – just *the motivation to make a difference* and the *willingness to commit your time and energy*. In return we offer you the chance to make a difference within your community and develop some skills and experience.

The Trust provides a variety of training resources and opportunities – and each LGC is supported by a Governance Professional (clerk) who will answer any questions and signpost you to the information you need.

6. What is the time commitment required?

Being a Governor involves the following:

- Completing annual child protection and cyber security training (maximum of 3 hours per year).
- Attending Local Governance Committee meetings – usually 6 a year – one in each half term. Each school has a specific meeting day and time and meetings normally last 1.5-2 hours.
- Reading papers in advance of meetings / responding to emails.
- Visiting the school 3 times a year to monitor key areas such as Safeguarding, SEND and the School Development Plan. Training and monitoring forms are provided.
- Engagement with training to develop your knowledge and understanding.

7. What is the eligibility criteria to become a governor?

To be eligible, you must be able to answer yes to the following questions:

- I am aged 18 or over.
- I am not a pupil at any of the Trust's academies.
- I am not an undischarged bankrupt.
- I am not subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- I am not disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011.
- I am not ineligible from acting as a Director of a company.
- I am not disqualified from acting as a charity trustee following any removal from the office of charity trustee by an order of the Charity Commissioners or of the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which I was responsible or to which I was privy, or to which my conduct contributed to or facilitated.
- I have not at any time been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.
- If following my appointment I become disqualified from holding the office of Governor I will give written notice to the Governance Professional.

8. How do I apply?

If you would like to apply to be a community governor, please complete the attached Application form and email this to the Lead Governance Professional, Jess Hutchings, at Jess.Hutchings@croftymat.org . Alternatively, you may return a paper copy to the school.

Once your application form is received, we will arrange an informal meeting with the Chair of Governors and Headteacher. If this meeting is successful, and your application is accepted, then the school Local Governance Committee will be asked to vote on your appointment. The outcome of this vote will be made known to you, and the next steps will be agreed.