



Hellesdon High School & Sixth Form Centre

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Hellesdon High School

187 Middletons Lane

Norwich, NR65SB

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Dear parent(s)/carer(s),

I am writing to inform you of a vacancy for the role of parent governor on our Local Advisory Board of governors.

The role of the Local Advisory Board

The school's Local Advisory Board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the Local Advisory Board delivers effective governance

The Local Advisory Board is keen for candidates to have skills in the following:

- Basic understanding of the educational environment and challenges facing secondary schools
- Awareness of the role and responsibilities of a governor, including compliance with policies and regulations
- Commitment to help monitor school performance targets and objectives
- Upholding the principles of honesty, integrity, and confidentiality
- Acting in the best interest of the school, free from personal bias
- Demonstrating behaviours and attitudes that set a positive example for the school community

Expectations of governors

- Attendance at meetings – we hold a committee meeting once each half term at 16:15 in the school library. These meetings usually last approximately 2 hours and are held on Thursdays.
- Maintaining confidentiality – all items discussed within the meetings are confidential and must not be discussed with other parents.
- Committing to training – all governors are required to complete our statutory online training via the platform, National College.
- Visiting the school – we ask governors to come into school to meet with senior leadership to monitor the area you have agreed to.
- The Governors' Code of Conduct is attached.

How to apply

If you're interested in applying for the role, please complete the candidate form attached to the letter and return to Sharon Revell, Principals' PA by Monday 21 September. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact Mark Lenton, chair of governors on chairgov@hellesdonhigh.norfolk.sch.uk.

Yours sincerely

Mrs H Watts
Executive Headteacher