

## **BOROUGH OF POOLE**

### **GENERAL INFORMATION FOR PROSPECTIVE GOVERNORS**

The Education Authority see it as the prime function of Governors to promote the welfare and development of their school within the community. Governors can do this both by their interest in the school, in what it is trying to achieve and how it is doing this, and by their alert concern on the school's behalf. The collective views of the Governing Body will carry more weight than those of individuals.

Over recent years each new Act of Parliament concerning education has brought with it an expectation that those appointed or elected as school Governors will have an increasing role to play in the running of schools.

Collectively, school Governing Bodies have a significant role to play in oversight of the school curriculum, the appointment of staff, the use of financial resources available to the school, the admission of pupils, disciplinary matters and the upkeep of buildings. Governing Bodies each year produce a report for parents and hold a meeting with parents at which discussion takes place regarding the discharge of these duties - yet the work of Governors is of an entirely voluntary nature.

To take account of the increased responsibilities placed upon Governors, the Authority offers a programme of training courses and comprehensive support. It is very much hoped that applicants offering to serve as Local Authority appointed Governors will be willing to take part in these training sessions.

School Governing Bodies meet at least once each term. Attendance at these meetings is an essential first step towards being an effective Governor. Many Governing Bodies have resolved to establish Committees (which can have delegated powers) or working parties. These Committees or working parties meet to discuss matters such as finance, staffing, curriculum and buildings and then report to the main Governors' meeting.

Governors can also promote a school's development by -

- finding out as much as they can about the local and national systems of education and the radical changes affecting schools today
- visiting the school regularly, on informal as well as formal occasions, and making a point of getting to know the staff
- supporting school functions and offering to help with school activities
- trying to strengthen the links between the school and the local community, between the school and home and between associated primary and secondary schools (or first, middle and upper schools)
- being prepared to meet the demands that commitment to the work of the school will certainly generate.

## **General Notes Relating to Appointments**

It should be understood that the submission of an application constitutes an offer to serve as a Governor but acceptance by the Education Service is by no means automatic.

All applicants should read the following requirements, as set out in the legislation, before indicating their willingness to be appointed -

- A Governor must be over eighteen years of age
- A Governor cannot serve on more than two Governing Bodies (excluding temporary Governing Bodies)
- A Governor would be disqualified from serving if he/she has been -
  - ◇ disqualified through non-attendance as a school governor
  - ◇ adjudged bankrupt
  - ◇ disqualified from serving as a company director
  - ◇ removed from the office of charity trustee by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement
  - ◇ disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school.
  - ◇ within the last 5 years sentenced, without the option of a fine, to imprisonment of not less than 3 months
  - ◇ within the last 20 years sentenced to not less than two & a half years imprisonment
  - ◇ at any time sentenced to imprisonment of not less than five years
  - ◇ convicted for making a nuisance on the premises of a maintained school.

### **How can you find out more?**

Contact David Alderson, Education Officer for Governor Services & Professional Development at the Borough of Poole (tel: 633734 or e-mail [d.alderson@poole.gov.uk](mailto:d.alderson@poole.gov.uk)), who will be very pleased to give further details.

*November 2010*