



We are looking for committed people to join the TIG Federation Governing Board as **Co-opted Governors**. The TIG Federation is made up of Kirk Hammerton Church of England Primary School and Staveley Community Primary and Nursery School. Co-Opted Governors are appointed by the governing body based on having the right skills to contribute to effective governance.

We currently have 3 vacancies in the co-opted governor category and would welcome applications from people with experience in:

- Health and Safety and Legal responsibilities
- Ability to identify problems and consider innovative solutions
- Experience reviewing the impact of new ideas and initiatives
- Communication skills – sensitive or confidential items
- Ability to question and challenge
- Experience of Project Management
- Experience of premises and facilities management.
- Community links
- Knowledge of local / regional community

The Governing Body of our Federation is made up of parents, staff, local authority, Foundation and co-opted governors.

The Governing Body operates at a strategic level and is not involved in the day-to-day running of the schools. We are responsible for both the conduct of the schools and for the promotion of high standards. We carry out this role by working with school staff to set the vision for the schools, ensuring that the schools work efficiently and effectively towards achieving its vision, and that the schools provide a high-quality education for its pupils. This is done by building a thorough knowledge of the schools and their communities, by both supporting and constructively challenging the schools, and by ensuring accountability and compliance.

Governors need not be experts in the field of education. What they do need is an interest in the schools and in the welfare of its pupils, together with the time and willingness to get involved. The skills you have can be very useful to the Governing Body.

Governors also need 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read budget reports and data on school standards.

Our Governing Body has certain expectations of governors, which currently are:

- to attend and contribute to termly meetings of the full Governing Body.

- to sit on a sub-committee and attend all associated meetings (usually half termly).
- to monitor a subject link area within the school, e.g. Numeracy, Literacy, Special Educational Needs, Early Years, etc., and meet with the staff subject leader on a minimum of a termly basis, reporting on each visit to the Governing Body
- to visit the school formally for monitoring purposes as directed by the Governing Body.
- to visit the school informally on occasion.
- to commit to attend training courses.
- to comply with the expectations set out in our Code of Conduct.

In return, our Governing Body commits to:

- provide you with an experienced governor as mentor.
- provide you with a structured induction.
- provide access to quality training via the local authority Governor Support Unit.
- develop your skills in strategic management.
- offer you an insight into the wider perspective of the schools.
- give you the opportunity to make a difference to our schools and the outcomes for our pupils.

The recruitment process initially requires you to complete an application form (attached).

The next stage is the completion of a skills audit, to allow the Governing board to understand your skill set.

The final stage is an interview with the Headteacher and Chair of Governors.

If you would like to find out more about how you can contribute to governance at our schools, or have any questions about anything in this letter, then please contact one of the school offices which will then arrange for a governor to contact you.

To apply for one of the vacancies please complete the attached form and return it to Adele Collins on [admin@staveley.n-yorks.sch.uk](mailto:admin@staveley.n-yorks.sch.uk) for the attention of the Executive Headteacher.

**Closing date for applications is Friday 28<sup>th</sup> April 2017.**

Yours faithfully

Mrs Leanne Eaton  
Chair of Governors  
TIG Federation



**CONFIDENTIAL – FOR THE ATTENTION OF THE EXECUTIVE HEADTEACHER**

Thank you for your interest in the post of Co-opted governor. In order to aid us in our selection process it would be extremely helpful if you could provide us with the following information and return this form to Adele Collins (at Staveley) via the email address given below. **Closing date for applications is Friday 28<sup>th</sup> April 2017.**

Adele Collins: [admin@staveley.n-yorks.sch.uk](mailto:admin@staveley.n-yorks.sch.uk)

|  |   |
|--|---|
| <b>To:</b>   | <b>Elisabeth Mellor – Executive Headteacher</b> |
| <b>From:</b>   |   |
| Name:  |   |
| Address:   |   |
| Email address:   |   |
| Telephone number:  |   |
| Please provide us with any information regarding your skills, experience and qualifications. |   |
| In 200 words or less, please describe why you want to become a co-opted governor             |   |