

May 2025

## Parent/Carer Governor vacancy

Blatchington Mill Secondary School currently has a parent governor vacancy to join our Full Board of Governors team.

Our board's role is to set the vision and strategic direction of our school; hold the headteacher to account for its educational performance; and make sure financial resources are well spent.

This is an exciting opportunity to contribute to the life of our school, share existing expertise and also learn new skills. All parents/carers of a child registered at the school are eligible to apply. We have included some information about being a governor, which you should consider carefully to ensure you can commit to the role.

If you are interested, please complete the application form attached and return it electronically to: [clerktogovernors@blatchingtonmill.org.uk](mailto:clerktogovernors@blatchingtonmill.org.uk)

If we receive more than two applications, an election will be held. This is why we ask all applicants to complete a statement of between 150 and 200 words to support their nomination, which will be circulated to all parents/carers, so that they can make an informed decision when casting their votes.

Please outline your reasons for wanting to become a governor and what you feel you can offer the school. Include any specific skills you bring such as professional or business expertise or experience in interpreting data. You may include any information you think may be relevant, for example about your work and life experiences or any skills you have gained through voluntary work. Please be aware that all this information will be sent out to parents/carers, to guide their voting preferences.

## The process

- The closing date for the return of completed applications is **Monday 16th June 2025** – by email to David Harvey, Clerk to the Full Board of Governors ([clerktogovernors@blatchingtonmill.org.uk](mailto:clerktogovernors@blatchingtonmill.org.uk))
- If more than two applications are received, information on each nominee will be set out on a Google form/survey (with a unique number) and emailed to parents/carers to complete and vote for their preferred candidate
- If voting forms are sent out (as we have more than two applications) we will confirm the date for the return of the forms and the date and venue for the votes to be counted.

Please follow the link on the application form to see the grounds for disqualification from governorship.

Yours faithfully

Co-Chairs of the Full Board of Governors  
Headteacher

Jim Henderson and James Tulley  
Kate Claydon

For further information please contact:

David Harvey, Clerk to the Full Board of Governors: ([clerktogovernors@blatchingtonmill.org.uk](mailto:clerktogovernors@blatchingtonmill.org.uk))

## **Being a school governor**

### **Time commitment**

The term for an elected parent governor is four years. There are six full governing board meetings a year, which all governors are expected to attend. In addition, there are four main committees – Finance (meets seven times a year); Pastoral (meets three times a year), Quality of Education (meets three times a year) and Governor Recruitment (meets on an ad hoc basis):– and we ask all governors to participate in at least one of these. We also have panels and groups which oversee matters such as, data analysis, exclusions, the performance management of the head teacher and staff pay. Times and dates vary but all meet outside school hours.

Visiting the school during the school day is an invaluable way of getting to know the school, the staff and the work that they do. So we ask governors to undertake monitoring visits which focus on a particular aspect of the school's priorities for improvement.

### **Training**

The school subscribes to Brighton and Hove Council's governors' training programme, so all training is free of charge to individual governors. You would be expected, at a minimum, to complete the governor induction programme provided by the council, which comprises five hours (in two short sessions or one long session) that are run regularly throughout the year, with daytime and evening choices. In addition, all governors must complete training in safeguarding.

There are also a wide range of other training courses available to help governors develop their skills, including online learning modules. The staff at Blatchington Mill are expected to undertake continual professional development and as governors we subscribe to the school's ethos of being a learning community. So although we are volunteers, there is an expectation that governors will make full use of the training available to continually develop their skills during their time as a governor.

### **The makeup of the Full Board of Governors**

The Blatchington Mill board is currently comprised of 15 governors – 10 co-opted governors, 1 local authority nominated governor, 2 staff governors (including the head teacher) and 2 elected parent governors. A full list of current governors can be found on the school's website.

### **Parent governors**

Parent/carers governors are not elected to represent parents/carers, but to bring the voice of these to the governing board. In practice, at Blatchington Mill several of the governors in other categories are also parents of children at the school. Once elected or appointed, all governors must act in the best interests of children at the school.

### **Governor responsibilities**

Statutory regulations define the three core functions of a governing board as being to:

- set the vision and strategic direction of school;
- hold the headteacher to account for its educational performance; and
- ensure financial resources are well spent.

Government guidance is that the board should provide non-executive leadership for the school. Its role is to operate as a board akin to the board of trustees of a charity, or the board of directors of a company. It says the board should operate at a strategic level, leaving the head teacher and senior school leaders responsible and accountable to it for the operational day-to-day running of the school.

**The responsibilities of governors include:**

- Developing the school's vision and its strategic objectives
- Performance management of the headteacher
- Monitoring and evaluating the performance of the school
- Appointing and employing the headteacher
- Managing the school budget
- Supporting the school in securing high levels of attendance and good standards of pupil behaviour
- Supporting the school in ensuring that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability
- Supporting the school in ensuring the health and safety of pupils
- Setting and applying the criteria for the admission of pupils to the school

**Tasks include:**

- Getting to know the school: its needs, strengths and areas for development
- Attending governing body meetings (including working groups and panels)
- Working as a member of a team
- Speaking, acting and voting in the best interests of the school
- Respecting all governing body decisions and supporting them in public
- Acting within the framework of the policies and legal requirements
- Attending training and developing opportunities appropriate to role