

24th September 2020

Dear Parent / Carer

RE: Governor Opportunity

A number of opportunities have arisen on our School Advisory Board of Governors.

Ingleby Manor School & Sixth Form is looking to recruit experienced governors, retired or current business professionals and parents to join the School Advisory Board of Governors. The role of a governor is important in the life and development of the school. The role in joining the SAB would be to challenge the Principal and his senior team to deliver the highest quality of education to the students at Ingleby Manor School. It is a challenging role, but it is rewarding to know that you have really contributed to the education of the students and the life of the staff at the school.

Governors are expected to attend 6 full governing body meetings per academic year (reading any documents provided with the agenda and preparing questions beforehand is an essential part of the role) along with any required training to support you in this role.

Governors who form the SAB also take on a link role, which will require you to have an oversight of some aspect of the school. For example, governors oversee discipline, pastoral care, finance, safeguarding and curriculum areas, to name a few. The link governor will report back to the SAB and the insight gained will be used to apply continuous improvement methods within school.

There is no payment for the role of Governor, but there is immense satisfaction to be gained by contributing to the education of hundreds of young people in our community.

We very much appreciate the time given by governors and are particularly keen to extend the current expertise of our existing board and so would actively encourage application from people with experience in the following to help move the school forward:

- Education
- Finance & Auditing
- Health & Safety and Facilities Management
- Community Partnership
- Human Resources

Applications are invited from any parent, carer or local professional that does or does not currently have a child in school.

How to apply:

Please complete the attached application form and return via email to Eve Young (Office Manager & Clerk to the Governors) at younge3@inglebymanorschool.org.uk

The deadline for all applications is **Monday 5th October 2020**

Applications will be reviewed and applicants notified of the outcome by **Friday 16th October**

Thank you for your interest in Ingleby Manor School.

Yours faithfully



Ray Parkinson
Principal

Governor Application Form

Please complete all sections

<u>Name:</u>	<u>Title:</u>
<u>Address:</u>	<u>Postcode:</u>
<u>Email:</u>	<u>Tel no:</u>

Occupation:

Student Name Currently in School (if applicable)

Why do you want to become a Governor at Ingleby Manor School & Sixth Form?

Governor Application Form

What Skills, knowledge and expertise do you have that would benefit you in this role?

Governor Application Form

References

Please provide details of two nominees who will support your application and provide a reference for you

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel no:	Tel no:
Email:	Email:
Occupation:	Occupation:
Relationship to you:	Relationship to you:

Governor Application Form

General Information

Ingleby Manor School takes the responsibility of Safeguarding children very seriously. Please be aware that pre-appointment checks will be undertaken for Governor Appointments and you will be asked to provide evidence of identification to allow these checks to take place.

IMFS follows the DBS code of practice.

Applicants for the position of Governor are required to declare any convictions that have occurred, including any that have become spent under the Rehabilitation of Offenders Act

We will keep in strict confidence any information we receive in adherence to GDPR guidelines. A criminal record will not affect your appointment as a governor unless it makes you unsuitable for the appointment. In making this decision, we will consider the nature of the offence, how long ago and the age at which the offence was committed along with any other relevant factors.

Disclosure of any convictions (including those deemed as spent)

Declaration

I can confirm that the information provided in this application is accurate

Signature

Name

Date