

Appointment of Governor (Trustee: Member appointed)

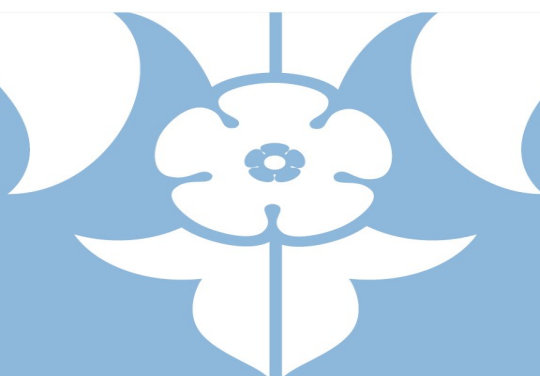


KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM



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Kings Norton Girls' School: Trustee Recruitment Pack

TRUSTEE VACANCIES (

Dear prospective trustee

We currently have two trustee vacancies on our governing board. Both posts are for member appointed trustee governors. These are voluntary roles and represent an exciting opportunity to have a positive input into the life of Kings Norton Girls' School and Sixth Form and in ensuring the highest quality of outcomes for all of our students. Our governing body are a very welcoming and supportive group. *Please note that these posts are not a parent governor category position.* We are looking for governors from the wider community to work with the school and support us in realising our vision of 'Opening a World of Opportunities' by demonstrating our values of respect and courage in order to flourish. The board of trustees, along with the headteacher, has overall responsibility for the running of the school. The board of trustees have four core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the school and its students.
- Overseeing the financial performance of the school and making sure its money is well spent.
- Ensuring the voices of stakeholders are heard

You do not need to have any special qualifications, experience or knowledge however, you do need to have a keen interest in the school and be prepared to play an active part in the board of trustee's work. To fulfil our duties effectively, our Governing Body needs a balance and diversity of skills, experience, backgrounds and perspectives. We are also keen to increase the diversity of our board of trustees to reflect our school community and wider society and would particularly welcome applications from ethnically diverse backgrounds. Training is available for all trustees and our governing body has an expectation that those new to being a governor attend free online induction training. Appointed trustees must also undertake an enhanced DBS check in order to be able to take up their post. Please refer to page 7 as there are a few circumstances under which someone cannot serve as a trustee.

This information pack provides additional information however, if you have any questions or would like to talk the role through with a current governor, please contact Denise Wilson, Clerk to the Governors dwilson@kngs.co.uk and she will put you in touch with one of our governors. Further details can be found on the KNGS website

<https://www.kngs.co.uk/about-us/governance/governor-vacancies/>

If you wish to nominate yourself for this role please provide the following details to school no later than **9.00 am on Monday 13th November 2023**. Mark your application **"Governor appointment"** for the attention of Mrs Denise Wilson, Clerk to the Governors; this can be hand delivered to the main school office or emailed to dwilson@kngs.co.uk. An interview will take place as part of the governor appointment process with our member governors, of which there are 5. Your application should contain the following:-

- Full name of applicant and full contact details (including email)
- A written statement of no more than 300 words, detailing why you wish to become a governor and what skills and experience you could bring to the governing body

A final word from one of our governors: "Being a governor at Kings Norton Girls' School, and supporting the school on its journey, is hugely rewarding - and fun! It gives me the opportunity to use my professional skill set in a new context, and to work in areas that are new to me. I have met wonderful people in my time as governor, both on the governing body and in the wider school community and I thoroughly enjoy working with all of them. Schools need governors who can bring a range of skills and backgrounds so if becoming a governor is of interest we would like to hear from you. I hope to be welcoming you to your first Governing Body meeting very soon!"

Yours sincerely

Mrs Nicola Raggett - Headteacher and Mr John Couperthwaite, Chair of Governors

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GOVERNANCE AT KINGS NORTON GIRLS' SCHOOL

Kings Norton Girls' School is a Single Academy Trust. This makes it a charitable company limited by guarantee and governed by both company and charity law. Governors (also referred to throughout our pack as trustees) have to comply with the relevant company and charity duties but there are no personal liabilities as these, for all our governors are covered by the school's insurance.

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Please refer to the role description of a governor for further details (page 4 to 5)

WHY BE A GOVERNOR?

Governors help the school respond to the needs of students, parents and the local community . They work with the school staff and students on development planning , developing policies and keeping them under review.

Being a governor at KNGS gives you the opportunity to give something back and make a real difference to our young people, this is a rewarding experience and makes a positive contribution to our school community.

The experience offers volunteers a wealth of continued professional development and personal growth.

Volunteer's skills will help the governing board to be more effective which leads to school improvement which in turn produces improved outcomes for students, extending the opportunities available to them.

GOVERNANCE STRUCTURE AND COMMITMENT

Our governing body has two committees, our new trustees be assigned to one of our committees:-

- **Curriculum and Standards Committee:** This committee considers the standards of teaching and learning in the school and ensures that high standards are maintained and further improved. It reviews the curriculum to ensure that it provides appropriate choice and challenge to meet the needs of our students. It reviews outcomes data from external and internal assessment and monitors behaviour and attendance statistics. Student welfare is also high on the agenda of this committee.
- **Resources:** This committee considers the budget and its implications for the school, the school estate, staffing matters and health and safety issues.

The most important duty of any governor is to attend meetings of the Governing Body and you should be sure that you are able to manage this commitment before applying. Both committees meet five times per year, our current meeting schedule including the time of each meeting can be viewed at <https://www.kngs.co.uk/about-us/governance/calendar-of-meetings/>. Members of both committees also meet four times per year for our Full Governing Body meetings.

In addition to attending committee meetings, each of our governors hold a link governor role with each of our subject faculties or pastoral team. Link governors meet with the relevant Faculty or Pastoral Leader to support their work, this also aids governor understanding of school life. Following link meetings, brief reports are produced which are submitted to the Fully Governing Body meetings. There are also a number of statutory link roles including safeguarding, health and safety, SEND, sixth form, anti-bullying, pupil premium, Careers Information Education Advice and Guidance and General Data Protection Regulation.

OUR GOVERNORS

Governors at KNGS between them hold a very wide range of skills and knowledge, for further details relating to our current members and trustees please visit our website <https://www.kngs.co.uk/about-us/governance/meet-the-governors/>

PERSON SPECIFICATION

All those involved in governance should demonstrate the following attributes:-

ATTRIBUTE	WHAT DOES THIS LOOK LIKE ON OUR GOVERNING BODY?
Committed	<ul style="list-style-type: none">• Devoting the required time and energy to the role and aiming to achieve the best outcomes for young people.• Prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance.
Confident	<ul style="list-style-type: none">• Having an independent mind, able to lead and contribute to courageous conversations.• Be willing to express opinions and to play an active role on the board.
Curious	<ul style="list-style-type: none">• Possessing an enquiring mind and an analytical approach.• Understanding the value of meaningful questioning.
Challenging	<ul style="list-style-type: none">• Providing appropriate challenge to the status quo and asking questions of leaders.• Not taking information or data at face value and always seeking to improve things.
Collaborative	<ul style="list-style-type: none">• Prepared to listen to and work in partnership with others.• Understanding the importance of building strong working relationships within the board and with executive leaders, staff, parents and carers, pupils, the local community, the local authority and employers
Critical	<ul style="list-style-type: none">• Understanding the value of critical friendship which enables challenge and support.• Self-reflective, pursuing learning and development opportunities to enable both themselves and the board to become as knowledgeable as possible.
Creative	<ul style="list-style-type: none">• Able to challenge conventional ideas and be open-minded about new approaches to problem-solving.• Recognising the value of innovation and creative thinking to organisational development and success.

Kings Norton Girls' School: Trustee Recruitment Pack

ROLE DESCRIPTION OF A GOVERNOR/TRUSTEE

As part of the governing board team, a governor is expected to :

1. *Contribute to the strategic discussions at governing board meetings which determine:*

- the vision and ethos of the school
- clear and ambitious strategic priorities and targets for the school
- that all children, including those with special educational needs, have access to a broad and balanced curriculum
- the school's budget, including the expenditure of the pupil premium allocation
- the school's staffing structure and key staffing policies
- the principles to be used by school leaders to set other school policies

2. *Hold executive leaders to account by monitoring the school's performance; this includes:*

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
- asking challenging questions of school leaders
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority
- listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers

3. *Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.*

4. *When required, serve on panels of governors to:*

- appoint the headteacher and other senior leaders
- appraise the headteacher
- set the headteacher's pay and agree the pay recommendations for other staff
- hear the second stage of staff grievances and disciplinary matters
- hear appeals about pupil exclusions
- hear complaints in line with our school policy and procedure as part of a panel

ROLE DESCRIPTION OF A GOVERNOR/TRUSTEE CONTINUED

The role of a governor is largely a thinking and questioning role, not a doing role. A governor does NOT:

- write school policies
- undertake audits of any sort – whether financial or health & safety - even if the governor has the relevant professional experience
- spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school
- fundraise, the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks
- undertake classroom observations to make judgements on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
- do the job of the school staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board need to consider and rectify this



CODE OF CONDUCT

As with all holders of public office, school governors and trustees should be prepared to adopt the seven principles of public life. Each of our governors have signed up to our code of conduct which sets out the expectations on and commitment required from our governors and trustees in order for the governing board to properly carry out its work within the school and the community. Essentially the seven principles of public life are:-

- **Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** - Holders of public office should promote and support these principles by leadership and example.

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QUALIFICATIONS & DISQUALIFICATIONS TO SERVE AS A TRUSTEE

A person must be aged 18 or over at the date of their election or appointment. No current pupil at the school or sixth form shall be a trustee. A person shall be disqualified from holding office or continuing to hold office as trustee/local committee member if:

- They become incapable by reason of illness or injury of managing or administering his own affairs;
- They are absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- They have been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- They are the subject of a bankruptcy restrictions order or an interim order;
- They are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- They are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- They cease to be a trustee by virtue of any provision in the Companies Act 2006;
- They are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- They are otherwise found to be unsuitable by the Secretary of State;
- They have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- They have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- They have not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

