



## ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

Headteacher: Mrs. S. Jenkins  
Tel: 01454 866523  
E-Mail: [admin@stchadsprimaryschool.co.uk](mailto:admin@stchadsprimaryschool.co.uk)  
Website: <http://www.stchadsprimaryschool.co.uk/>  
Twitter: @StChadsPrimSch

Cranham Drive  
Patchway  
South Glos  
BS34 6AQ

17<sup>th</sup> January 2020

Dear Potential Governor,

### **Governor vacancy**

St Chad's CE Primary School is looking to recruit a new governor to join our Governing Board.

#### About the school

St Chad's CE Primary School is a single form entry voluntary aided primary school in Patchway, South Gloucestershire. Our school serves a diverse community with broad socio-economic backgrounds, its catchment area includes Patchway, Stoke Lodge, Bradley Stoke and the emerging development of Charlton Hayes.

We welcome children and families from all faiths, or no faith, and are proud of our inclusive and welcoming ethos, promoting Christian values to provide a nurturing environment in which all children can flourish.

Our Governing Board (GGB) plays an important role in supporting the children and staff of St Chad's in all that they do and the governor's role is an important part of this.

#### About the role

You may wonder what a governor does. In summary, the governors help shape the future of a school. Each individual governor is a member of a governing board and helps make decisions that are the joint responsibility of that board.

The role of the governing board is a strategic one, its key functions are to help:

- set the aims and objectives for the school,
- set the policies for achieving those aims and objectives,
- set the targets for achieving those aims and objectives,
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support for the Headteacher.





Before you decide, you may want to know more about what is involved.

Our governing board expects governors to:

- attend meetings of the full governing board, currently up to 4 in a year, of about 1.5 to 2 hours each,
- sit on a committee and attend the meetings which are currently up to 3 in a year of about 1.5 to 2 hours each, (although this may not be expected initially)
- visit the school formally for monitoring purposes at least once a year,
- visit the school informally at throughout the year,
- commit to attend induction training and other relevant training courses.

In return, our governing board commits to

- provide you with a structured induction,
- provide access to quality training,
- provide you with an experienced governor as mentor,
- provide informal feedback on your contribution to the governing board on a bi-annual basis.

#### About the Person

Experience has shown that governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn.

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.

We are looking for someone who has good communication skills, is flexible, approachable and reliable and who can be discrete when handling confidential matters and maintain impartiality.

#### How to apply

Please complete the attached application form which gives you an opportunity to tell us about your experience and skills. Please also provide 2 referees who you are happy for us to contact about your application.

Please submit your application to the school office, St Chad's CE Primary School, Cranham Drive, Patchway marked for the attention of the Chair of Governors, Becky Moyce by no later **than Friday 14 February 2020**. We will contact you within one week of the closing date and will arrange an opportunity for you to meet with some existing Governors to discuss the role, (if this has not been dealt with already in light of the email contact we have already had).

Final appointment will be subject to the receipt of satisfactory references and must be agreed by majority vote at the next meeting of the Full Governing Board on Wednesday 6May 2020. If appointed at that meeting, the process of induction will begin.



