



☆ Aim high & be a Star ☆

# Greenways Primary Academy

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**Headteacher:** Mrs C. Dean, B.Sc. Cert.Ed. NPQH, NLE



National Support School  
designated by  
National College for  
Teaching & Leadership

May 2018

Dear Parents/Carers,

**Are you enthusiastic about education and want to make a difference to our academy?  
If so, this is a great opportunity for yourself or someone that you know in the community, so please share.**

The Local Governing Board of our academy is made up of parents, staff and co-opted governors. A Co-Opted governor is a person appointed by the governing body and who, in the opinion of the governing body, has the skills required to contribute to the effective governance and success of the academy.

We have a number of vacancies in the co-opted governor category and would welcome applications from people with experience in:

- Finance (Accountant, Finance Manager Etc.)
- Human Resources
- Legal (Paralegal, Solicitor etc.)
- Health and Safety (H&S officer, union rep etc.)
- Capital projects management

The recruitment process requires you to complete an application form and skills audit, to allow the Governing board to understand your skill set. The final stage is an interview with the Head of Academy and Chair of Governors.

The Local Governing Board operates at a strategic level and is not involved in the day-to-day running of the academy. They are responsible for both the conduct of the academy and for the promotion of high standards. They carry out this role by setting the vision for the academy, ensuring that the academy works efficiently and effectively towards achieving its vision, and that the academy provides a high quality education for its pupils. This is done by building a thorough knowledge of the academy and its community, by both supporting and constructively challenging the academy, 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 academy 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 Board.



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 data reports on academy standards.

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

- To attend and contribute to termly meetings of the full Local Governing Board, plus an away-day Sept/October.
- As required, to sit on a committee or working party and attend all associated meetings
- To monitor a subject link area within the academy, e.g. Numeracy, Literacy, Special Educational Needs, Early Years, Premises, Safeguarding etc.; meeting with the staff subject leader on a termly basis, reporting on each visit to the Governing Board
- To visit the academy 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 Board commits to:

- Provide you with a structured induction,
- Provide access to quality training via the National College for Teaching & Leadership or local authority Governor Support Unit
- Offer you an insight into the wider perspective of the academy
- Give you the opportunity to make a difference to our academy and the outcomes for our pupils.

If you would like to find out more about how you can contribute to governance at our academy, or have any questions about anything in this letter, then please contact the academy office which will then arrange for the Head of School to contact you.

To apply for one of the vacancies please complete the attached form and skills matrix and return it to the academy office for the attention of the Head of School.

**Closing date for applications is Friday 18<sup>th</sup> May 2018.**

Yours sincerely,

*Chris Dean*

Mrs Christine Dean  
Executive Headteacher.

