



BOURNE PRIMARY SCHOOL

Cedar Avenue,
South Ruislip,
Middlesex,
HA4 6UJ

Telephone: 01895 462359
www.bourneprimary.co.uk

Are you enthusiastic about education?

Do you want to make a difference?

If so, then you may be just the person we need!

We are looking for committed people to join the Governing Board of Bourne Primary School as **Co-opted Governors**.

The Governing Board of our school is made up of parent, staff, local authority and co-opted governors. We have a number of vacancies in the co-opted governor category and would welcome applications from people from the local community or those with;

- experience in Finance
- experience in Health and Safety or Facilities Management
- experience of previous Governing boards
- an understanding or experience in Education

The Role:

The Governing Board operates at a strategic level and is not involved in the day-to-day running of the school. The Governing Board carries out this role by setting the vision for the school, ensuring that the school works efficiently and effectively towards achieving its vision, and that the school provides a high-quality education for its pupils. This is done by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance.

Governors should also possess 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 make connections between different types of information.

Governors need not be experts in the field of education. What you do need is an interest in the school 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.

The Expectation:

Our Governing Board has certain expectations of all its members:

- To attend and contribute to 6 meetings of the full Governing Board a year,
- To monitor a link area within the school, e.g. Health and Safety, Special Educational Needs, Early Years, etc. This involves visiting the school and making observations which are then reported back to the Governing Board.
- To commit to attending training courses,

- To comply with the expectations set out in our Code of Conduct.

In return, our Governing Board commits to:

- providing you with a structured induction,
- providing you access to quality training via the Governor Support Service,
- developing your skills in strategic management,
- offering you an insight into the wider perspective of the school,
- giving you the opportunity to make a difference to our school and the outcomes for our pupils.

The Recruitment Process:

- The first stage is to complete an application form.
- The next stage is the completion of a skills audit, to allow the Governing board to understand your skill set.
- The final stage is an interview with the Headteacher and Chair of Governors.

If you would like to find out more about how you can contribute to governance at our school, or have any questions about anything in this letter, then please contact the clerk to the Governing Board, Amy Doody at bourne.clerk@gmail.com or on 07701 049404.

Closing date for applications is Monday 19th August 2019.

Yours faithfully,

Nisha Sankrecha
Chair of Governors at Bourne Primary School