

## **St. Catherine's C of E Primary School, Hoddesdon.**

### **Co-opted Governor vacancies**

There are currently 2 vacancies for co-opted governors. If you would be interested in becoming a co-opted governor, these are the things you need to know: -

**All school governors** contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school by: -

- Setting the school's vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

In addition to being responsible for the overseeing the School's vision, accountability and financial performance, the governing board appreciates the need to demonstrate diversity and inclusivity in its own membership, and to scrutinise its own composition and operations from an equality perspective. The need for the board to reflect the community which it serves is acknowledged, together with the benefits that such diversity brings in leading to a more robust, more informed and ultimately more effective governing board.

**A co-opted governor** is a person appointed by the governing board and who, in the opinion of the governing board, has the skills required to contribute to the effective governance and success of the school. As a co-opted governor, you may have an area of specialist knowledge or experience or bring a wide range of skills and experience to your role as a governor. As a co-opted governor, you act in the best interests of the school and wider community and cannot be mandated to take a particular stance on issues. As an effective Co-opted governor, you:

- support the aims of your school;
- visit and get to know your school;
- take on a 'link-governor' role where you work closely with a member of school staff to focus on a particular curriculum area or aspect of school management (e.g. Numeracy, Literacy, Safeguarding, SEND, Finance)
- work in partnership with the headteacher, senior leadership team and other governors to raise standards and improve outcomes for all children;
- prepare for meetings by reading papers beforehand;
- take responsibility for your own learning and development as a governor including attending training;
- attend full governing board and relevant committee meetings promptly, regularly, and for the full time;
- read briefings and newsletters for governors;
- be loyal to the decisions made by the governing board;

- respect the confidentiality of governing board affairs;
- declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial;
- have regard to the broader responsibilities as a governor of a public institution in regard to promoting accountability for the actions and performance of the governing board.

**As a co-opted governor** you will be expected to take on some specific responsibilities and commit allocated time for meetings on the following basis:

- Attend 4 Full Governing Board Meetings (FGB) each year; one meeting per term (including an additional, Budget meeting, in the summer term). Meetings will be 1 hour 30 minutes to 2 hours in length.
- Join the Resources Committee or School Improvement Committee. These meet once each term for 1 hour to 1 hour 30 minutes.
- Take on a Link Governor role. Link governors meet with school staff, at least once per term, to monitor an aspect of the curriculum or school management.

If you are interested in becoming a co-opted governor at St. Catherine's School you can find out more by contacting the Headteacher or the Chair of Governors via [admin@stcaths.herts.sch.uk](mailto:admin@stcaths.herts.sch.uk)

Regards

P. Falconbridge  
Chair of the Governing Board.