



# LONDON MEED PRIMARY SCHOOL

HONESTY CREATIVITY RESPECT CARE

22<sup>nd</sup> March 2019

Dear Non-Parent,

## Election of Non-Parent Governor

The school is currently seeking to fill one vacancy for the position of a Non-Parent Governor. The term of office is four years.

Attached is a brief description of the role the governing body plays in the life of the school and the expectation the governing body has of its governors.

If you are interested in serving London Meed School as a governor, please complete the form below and return it to the school office no later than 5<sup>th</sup> April 2019.

It is our intention that the successful Non-Parent Governor attend the Full Governors Meeting on Thursday 9<sup>th</sup> May at 10 am. Please support our school. If you have any queries about the role or your eligibility to apply, I shall be pleased to answer them.

Yours sincerely,

Ms C J E Reece  
Head teacher

---

## Non – Parent Governor application

Mr/Mrs/Miss \_\_\_\_\_ (Full Name)

Full Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Head teacher Ms C J E Reece

London Meed Primary School, Chanctonbury Road, Burgess Hill, RH15 9YQ

Website: [www.londonmeed.primary.co.uk](http://www.londonmeed.primary.co.uk)

Email: [office@londonmeedprimary.co.uk](mailto:office@londonmeedprimary.co.uk) Tel: 01444 232336





# LONDON MEED PRIMARY SCHOOL

HONESTY CREATIVITY RESPECT CARE

## The Governing Body

### The Governing body is required to:

- Provide a strategic view of the school
- Act as a critical and supportive friend to the school
- Ensure accountability to the community.

In order to do this, governors need to gain knowledge of how schools are run and how their particular school operates. In order to do this, they need to be trained, attend meetings and to get to know their school.

### Meetings

The full governing body meets about six times a year. These meetings are generally either at 10.00am or 6.00pm on a weekday, and last approximately two hours. The governing body does some of its work through working groups. Working groups are set up to address specific issues and meeting times are arranged by mutual agreement, although these do often have to be during office hours. Meetings generate paperwork, with preparatory reading required in readiness for meetings and of minutes afterwards.

There are some specific governor roles, for example the Special Educational Needs Governor and Link Governor. These governors liaise with the school and the Local Authority as and when it is necessary and report back to the whole governing body when appropriate.

### Training

The governing body buys into the West Sussex Local Education Authority Governors' Learning and Development Programme. Training courses are provided for new governors on the topics:

- Getting Started
- Being Effective
- Knowing Your School
- Child Protection
- Introduction to the Curriculum
- Introduction to Finance
- Introduction to Personnel
- Introduction to Special Educational Needs.

It is expected that new governors will undertake training. The nearest centre where training is offered is in Horsham and courses are run during the day and in the evening.

As new initiatives are introduced, it is expected that the relevant governors seek training or, if it is a whole governing body issue, that governors attend the training that is arranged at the school. New governors will be given the opportunity to meet with the Head teacher and undertake a tour of the school. They will also be given a handbook of information and assigned a mentor governor.

### Visiting the School

All governors are expected to visit the school regularly, the purpose of these visits is very varied and can include pupil or staff interview; to provide information during staff meetings or INSET; to represent other governors at a meeting. All governors are required to undertake a DBS check.

**Head teacher Ms C J E Reece**

**London Meed Primary School, Chanctonbury Road, Burgess Hill, RH15 9YQ**

**Website: [www.londonmeed.primary.co.uk](http://www.londonmeed.primary.co.uk)**

**Email: [office@londonmeedprimary.co.uk](mailto:office@londonmeedprimary.co.uk) Tel: 01444 232336**

