



Crofton Hammond Infant School  
Mancroft Avenue  
Stubbington  
Fareham  
Hampshire  
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## Advert for Co-opted Governor at Crofton Hammond Infant School

We are looking for a committed individual to join Crofton Hammond Infant School's Governing Board as a **Co-opted Governor**.

### The Role

We currently have a vacancy in the co-opted governor category and would welcome applications from people with the following skills, experience and interests:

- Previous experience in the Education sector.
- Current links to the local community/communities (Stubbington, Hill Head, Lee-on-Solent).
- Commitment and interest in our children's future and improving educational outcomes
- An interest in reading paperwork to analyse and question
- The ability to assimilate information, make judgements and take decisions
- Good inter-personal skills and the ability to work as a team
- Time (Governors are suggested to commit about 20 to 30 hours per term, often in the evenings).

The following skills and experience would be beneficial but are not essential:

- Experience of being a governor/trustee in another school or being a board member in another sector.
- Awareness of the key aspects of national education policy and education locally.
- Experience of financial planning, monitoring, decision making and compliance in the school sector.
- Experience of human resource (HR) policy and processes in the school sector.
- Experience of inspection and oversight in the school sector.

### The Role of a Governor

Being a school governor is a very rewarding role. You will be helping the school and pupils, and have the opportunity to give something back to the community. The role may also provide you with new skills and experience, which can be transferable elsewhere.

The Governing Board of our school is made up of parent, staff, local authority and co-opted governors. The Board operates at a strategic level and is not involved in the day-to-day running of the school. Governing bodies have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and direction
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of the staff
- Overseeing the financial performance of the school and making sure its money is well spent

Each individual governor is a member of a governing body and all decisions are the joint responsibility of the governing body.

As a governor you will attend meetings and be prepared to ask questions, after having read the associated paperwork, and visit the school. You will be expected to attend training and will probably also have a special responsibility assigned to you, for example Development and Training, Safeguarding or Health and Safety.

Activities can include:

- Prior reading of paperwork and the preparation of questions before meetings



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- Attendance at whole governing body and committee meetings
- Reviewing and approving the school's budget
- Reviewing and approving policies
- Visits to the school (Our Headteacher hosts Governor "Learning Walks" where we are shown the school in action and focus on a particular area of the curriculum).
- Special projects
- Staff recruitment

No one governor is expected to know it all. The strength of a governing body lies in its ability to attract and rely upon members from a wide variety of backgrounds, share out the duties amongst its members, and be able to take decisions as a group. You will be provided with training and support in order to help you fulfil your duties and responsibilities.

Governors normally serve for a term of office lasting four years.

### **The Recruitment Process**

The recruitment process initially requires you to complete an application form below.

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 are successful, the Governing Body will provide an induction process for you and you will be assigned a mentor to ease induction. There is also plenty of training available locally covering all aspects of governance.

To apply for one of the vacancies please download the letter at the bottom of this page, complete the attached form and return it to the school office via post or email, for the attention of the Headteacher.

**Closing date for applications is 4<sup>th</sup> January 2021.**

Yours faithfully,

Mr Paul Harris  
Chair of Governors  
Crofton Hammond Infant School



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**CONFIDENTIAL – FOR THE ATTENTION OF THE CLERK TO THE GOVERNORS**

**APPLICATION FOR POST OF CO-OPTED GOVERNOR**

Thank you for your interest in the post of Co-opted governor. Please complete the electronic application form below and return to the school via the email address given below. **Closing date for applications is 4<sup>th</sup> January 2021.**

Please note that we are particularly interested in hearing about your skills and experience in one or more of the following areas:

- Previous experience in the School sector, ideally as a Head or Deputy Head Teacher.
- Current links to the local community/communities (Stubbington, Hill Head, Lee-on-Solent).
- Experience of being a governor/trustee in another school or being a board member in another sector.
- Awareness of the key aspects of national education policy and education locally.
- Experience of financial planning, monitoring, decision making and compliance in the school sector.
- Experience of human resource (HR) policy and processes in the school sector.
- Experience of inspection and oversight in the school sector.

<b>To:</b>	Mrs L Kennedy, Clerk to the Governors  Post address: As above  Email: <a href="mailto:l.kennedy@croftonhammond-inf.hants.sch.uk">l.kennedy@croftonhammond-inf.hants.sch.uk</a>
<b>From:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	



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**In 200 words or less, please describe your motivations for becoming a Co-Opted Governor at Crofton Hammond Infant School:**



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**Please provide us with relevant information regarding your skills, experience and qualifications for this role:**