



## Governor

Gothic Mede Academy  
Application Pack



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## Welcome from the Chair – Jo Graves



Thank you for expressing an interest in a position on the local governing body at Gothic Mede Academy.

Gothic Mede Academy is part of BEST - an academy trust which puts the children first, collaborates and provides for the community. We need civic-minded, skilled individuals to champion and challenge the work of our school's leaders.

We are looking for someone who can bring their skills, strategic thinking and willingness to contribute to our local governing body to challenge and push the leadership of the school to achieve more for our children.

Although we are ideally looking for skills and expertise in education, health and safety or facilities management, we would welcome the opportunity to speak to all interested applicants. In particular, experience of the education sector would be a bonus but is certainly not essential.

Joining our local governing body would involve you in:

- Two – three meetings per term, three terms a year — meetings take place at the school normally on a Thursday evening
- A classroom visit per term during school hours
- Occasional other events e.g. to meet parents or join governors from other schools for training sessions

Aside from the contribution that you will make to improving the experience of children at Gothic Mede Academy, you can:

- Develop/broaden/deepen your expertise in another context
- Demonstrate team-building and team-working skills
- Network with other professionals and community leaders.

If you are interested in more information, you can see BEST's website for details about the academy's governance [www.bestacademies.org.uk](http://www.bestacademies.org.uk) or you can find lots of information about the school at [gothicmede.org.uk](http://gothicmede.org.uk), [facebook.com/gothicmede](https://facebook.com/gothicmede) and [twitter.com/GothicMede](https://twitter.com/GothicMede)

You can also find out more information by contacting me at [GMA-LGB@bestacademies.org.uk](mailto:GMA-LGB@bestacademies.org.uk) or through the school office.

If you would like to visit, we would be delighted to show you around. Please do not hesitate to contact Lisa Glindon on 01462 732002 or email her via [GMA-Office@bestacademies.org.uk](mailto:GMA-Office@bestacademies.org.uk)

On behalf of the governing body, I hope you find this information useful and that it encourages you to apply.

Jo Graves  
Chair of the local governing body of Gothic Mede Academy



## BEST VISION, VALUES & BELIEFS



### **BEST Vision Statement**

#### **To grow the BEST in everyone**

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

### **BEST Values**

We will:

#### **Always put Children first**

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

#### **Collaborate to support and compete to challenge**

Our schools work together to add value and compete to continually improve

#### **Provide community based provision**

Our schools form a coherent learning community at the heart of the Bedfordshire community

### **BEST Beliefs**

We will:

#### **Deliver BEST outcomes**

Outcomes will be in the top 20% nationally

#### **Provide BEST opportunities**

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

#### **Nurture talent**

Our responsibility is to invest in our people and bring out the BEST in everyone

#### **Operate a high autonomy, high accountability culture**

Professionals will lead our system and take responsibility to continually raise standards

#### **Lead through service**

Leaders and followers will work together with mutual respect and shared responsibility



## ROLE DESCRIPTION



### Governor

**ROLE TITLE:** Governor  
**BASED AT:** Gothic Mede Academy

#### ABOUT BEST:

**BEST** comprises six flourishing academies delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

#### PURPOSE OF ROLE:

To 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
- overseeing the financial performance of the school and making sure its money is well spent

#### MAIN DUTIES AND RESPONSIBILITIES

1. Contribute to the strategic discussions at governing board meetings which determine:
  - the vision and ethos of the school
  - clear and ambitious strategic priorities and targets for the school
  - that all children, including those with special educational needs, have access to a broad and balanced curriculum
  - the school's budget, including the expenditure of the pupil premium allocation
  - the school's staffing structure and key staffing policies
  - the principles to be used by school leaders to set other school policies
2. Hold the senior leaders to account by monitoring the school's performance; this includes
  - agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
  - considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
  - asking challenging questions of school leaders
  - ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits



- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
  - acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority
  - listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers
3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (continuing professional development), and suitable premises, and that the way in which those resources are used has impact.
4. When required, serve on panels of governors to:
- and agree the pay recommendations for other staff
  - hear the second stage of staff grievances and disciplinary matters
  - hear appeals about pupil exclusions

The role of a governor is largely a thinking and questioning role, not a doing role.

A governor does NOT:

- write school policies
- undertake audits of any sort – whether financial or health and safety – even if the governor has the relevant professional experience
- spend much time with the pupils of the school – if you want to work directly with children, there are many other valuable voluntary roles within the school
- fundraise – this is the role of the PFGM, the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks
- undertake classroom observations to make judgments on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
- do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board needs to consider and rectify this

As you become more experienced as a governor, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (e.g. as a chair of a committee). This role description does not cover the additional roles taken on by the chair, vice chair and chairs of committees.



In order to perform this role well, a governor is expected to:

- get to know the school, including visiting the school occasionally during school hours and gaining a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting
- act in the best interests of all the pupils of the school
- behave in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence



## PERSON SPECIFICATION

Governor



Attributes	Essential	Desirable
<b>Relevant Experience</b>	Has worked as part of a team to question and challenge, working to identify viable options through collective decision making.	Work or have worked in a role connected to: <ul style="list-style-type: none"><li>• education,</li><li>• health and safety or</li><li>• facilities management.</li></ul>
<b>Relevant Skills &amp; Knowledge</b>	Be committed to improving education and welfare for all pupils.  Be committed to the Gothic Mede Academy's vision and ethos.	Understand current national education policy and the local education context.
<b>Other</b>	Be willing to devote time, enthusiasm and effort to the duties of and responsibilities of a governor	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.



## HOW TO APPLY



Please complete the electronic application form available on the academy's website and send to Jo Graves at [GMA-LGB@bestacademies.org.uk](mailto:GMA-LGB@bestacademies.org.uk)

If you prefer to complete a hard copy of the application form please contact Lisa Glindon on 01462 732002 or by email and submit your application by email or post.

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

Note that this appointment is subject to DBS clearance.

We look forward to receiving your application.

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High Street,  
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## USEFUL LINKS



[www.bestacademies.org.uk](http://www.bestacademies.org.uk)



[www.gravenhurstlower.org.uk](http://www.gravenhurstlower.org.uk)



[www.gothicmede.org.uk](http://www.gothicmede.org.uk)



[www.etonbury.org.uk](http://www.etonbury.org.uk)



[www.langfordvillageacademy.org.uk](http://www.langfordvillageacademy.org.uk)



[www.pixbrookacademy.co.uk](http://www.pixbrookacademy.co.uk)



[www.robertbloomfield.beds.sch.uk](http://www.robertbloomfield.beds.sch.uk)



[www.samuelwhitbread.org.uk](http://www.samuelwhitbread.org.uk)



[www.stchristophersacademy.org](http://www.stchristophersacademy.org)



[www.bedsscitt.org.uk](http://www.bedsscitt.org.uk)



[www.bestnurseries.co.uk](http://www.bestnurseries.co.uk)



[www.bestteachingschool.org.uk](http://www.bestteachingschool.org.uk)