



Tithe Academy
at the heart of the community

c/o Rooks Heath School
Eastcote Lane, Harrow, Middlesex HA2 9AH
Tel: 020 8422 4675
Email: contactus@rooksheath.harrow.sch.uk

CEO: Dr. John Reavley, B.A. M.A. Ed.D.

www.tithe-academy.squarespace.com

5th April 2022

Dear Member of our Community

Become a Community Governor of Earlsmead Primary School

Joining the Governing Body as a community member offers you the opportunity to make an even greater contribution to the life and work of Earlsmead Primary School, a huge part of the local community. We are seeking a member of this community to join the Governing Body.

Governors play a key role in the strategic leadership of the academy and the raising of standards; governors help make key staffing decisions, oversee the budget and monitor progress in the curriculum. Being a governor can be very rewarding and will provide you with the opportunity to work as part of a team and gain new skills.

The most important duty of any governor is to attend meetings of the Governing Body and so you should be sure that you are committed and available to do this before standing for election. The Governing Body meets at least once every half term.

Please note that there are rules regarding eligibility to hold office as a governor so you need to be sure that you are not disqualified from holding office.

If you have further queries or would like more information about becoming a governor please contact Kiran McEwan, Clerk to Governors via email at KMcewan2@rooksheath.harrow.sch.uk or talk to Jackie Stangroom or Claire Hill at Earlsmead Primary School.

If you wish to nominate yourself, or nominate someone else, as a community governor then please complete the enclosed form and return it to Kiran McEwan at Rooks Heath School, Eastcote Lane, South Harrow, HA2 9AH, no later than 3pm on Friday 29th April 2022 (or hand in a sealed envelope to Kathy O'Sullivan, acting Headteacher, to pass on). Any nominations will be reviewed to ensure eligibility criteria are met; nominees will then be contacted with details of the next part of the process.

Yours sincerely

Pauline Hughes
Chair of Governors



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Governor Information

Earlsmead Primary School is part of the Tithe Academy, a multi academy trust. Tithe Academy comprises Earlsmead Primary School and Rooks Heath School and is managed by Dr John Reavley, Chief Executive.

Governance in a MAT

A multi-academy trust has three levels of governance:

- Members – akin to shareholders (but without a dividend) – their main role is to appoint Trustees, but they also have to approve changes to the name of the Academy Trust and the Articles of Association.
- Trustees – Trustees exercise all of the powers of the company (Article 93), and determine what powers are delegated to other committees and / or office holders. The Board of Trustees is the legal Governing Body for all schools within the Trust, and Trustees are also Directors under company law.
- Governors – Where a multi-academy trust has more than one school, Trustees generally establish Local Governing Bodies (LGBs), each of which may work with one or more schools. The Trustees determine the composition of these LGBs and the powers that are delegated to them. Individuals on a LGB are generally referred to as Governors. The structure and powers of a LGB are not set out in the Articles; they remain decisions for the Board through the Scheme of Delegation.

Governors of the school must declare conflicts of interest in accordance with the Articles of Association as if they were Trustees of the Trust.

The Role of a Governor

The individuals on a Local Governing Body are called Governors (while the individuals on the Board of Trustees are called Trustees).

The Local Governing Body is collectively accountable to the Trustees for the performance of the school(s) that it oversees, and is accountable for decisions that it makes under delegated authority from the Trustees.

The objectives of the LGB are to ensure that:

- Student performance, progress and outcomes are maximised;
- Resources of the school(s) are used effectively; and
- The school(s) complies with statutory regulations and the Funding Agreements.

Specifically, the LGB is to:

- 1) Approve the School Improvement Plan and monitor its implementation, ensuring that it focuses upon:
 - a) Maintaining and, where necessary, improving the quality of teaching;
 - b) Closing any identified gaps in performance, be these subjects or identified groups of students;
 - c) Continuous Professional Development of staff;
- 2) Approve the curriculum and monitor its delivery;
- 3) Recommend educational targets to the Board of Trustees and, once approved, monitor progress towards those targets;
- 4) Determine and implement the admissions policy and arrangements for the school in accordance with admissions law and DfE codes of practice;
- 5) Monitor staff and financial resources in accordance with this Scheme of Delegation; and
- 6) Review and adopt policies in accordance with this Scheme of Delegation.

The role of a Governor is not to:

- Manage operations – that is the role of the Headteacher and senior staff; the role of Governors is to set strategy and hold the Headteacher to account for delivery of that strategy and performance
- Assess the quality of teaching, or the quality of individual staff – that is the role of the Headteacher through teaching and learning and performance management processes; the role of Governors is to ensure that students are making appropriate progress and that educational and HR policies are appropriate and being implemented



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Requirements of Governors

There are three key requirements for each Governor:

Be prepared

1. Get to know the school(s) through reading, discussion, and meeting the Headteacher and Chair of Governors.
2. Read the legal framework for the school and the operations of the Trust by reading material issued to you (Articles of Association, Funding Agreement, Scheme of Delegation, Ofsted inspection framework) and seek clarification where necessary.
3. Reading educational news articles in the press.
4. Commit to training and development opportunities organised by or through the Trust, including safeguarding and prevent training.

Actively participate

1. Attend meetings of the Local Governing Body, and any working groups that you are part of.
2. Read all papers for meetings in advance of the meetings and then ask questions that are either clarifications or that aid further understanding of the issues and so help discussion about the decisions required.
3. Contribute at meetings, ensuring that you speak, act, and vote in what you believe to be the best interests of the school (while some Governors are elected by a particular part of our community, the responsibility of all Governors is to the school as a whole).
4. Agree to undertake a 'Lead Governor' role and fulfil it diligently.

Act appropriately

1. Work as a member of a team.
2. Respect confidentiality of information and opinions and the need for the LGB to have in-depth and private discussions.
3. Act within the framework of the policies of the Trustees, Local Governing Body and legal requirements.
4. Respect all Local Governing Body decisions and support them in public.

Lead Governor Roles

In addition to being part of the LGB, Governors can be asked to take on a 'Lead Governor' role which will involve developing a greater understanding of a particular aspect of school life. The Governor will be expected to meet relevant staff and ask questions and seek evidence (including dip-sampling / audit of information) to ensure that policies and procedures are being followed and that performance is as reported to the LGB / Board and is acceptable.

Likely Time Commitment for Governors

In terms of the time commitment, for those Governors other than the Chair and Vice Chair it is likely to be:

- Approximately 6 – 8 LGB meetings a year plus;
- An at least termly visit into school as part of your Lead Governor role to meet with the relevant member(s) of staff;
- Attendance at any agreed training sessions;
- Attendance at any necessary Governor Panels (such as for staff or student matters) – these are set up as required and are not expected to be required often; and
- The Headteacher may request attendance from Governors at school events for staff or students and Governors are encouraged to attend if possible (such as new parents' evenings, school shows, staff training days).



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Governor Eligibility

School governor disqualification criteria

Whilst schools are keen to welcome applications from all areas of society, there are certain criteria that have to be met before your application can be accepted.

Criteria relating to working with children

You must not be:

- Disqualified or restricted from working with children or young people
- Included in the list of people considered by the Secretary of state as unsuitable to work with children
- Subject to a direction under section 142 of the Education Act 2002
- Disqualified from registration for childminding or providing day care
- Disqualified from registration under Part 3 of the Childcare Act 2006
- Subject to a disqualification order under the Criminal Justice and Court Services Act 2000

Criteria relating to bankruptcy and insolvency

You must not have had:

- Your estate sequestrated if the sequestration order has not been discharged, annulled or reduced;

You must not be subject to:

- A bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- A disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986;
- A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
- An order made under section 492(2)(b) of the Insolvency Act 1986

Criteria relating to prison sentences

You must not have:

- Received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- Received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- At any time, received a prison sentence of five years or more

Criteria relating to general restrictions

You must not:

- Have been removed from the office of charity trustee or trustee for a charity from participating in the management or control of any body by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005
- Have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor

You must be:

- Over 18 years old and willing to allow an application to the Disclosure and Barring Service (DBS) for a criminal records certificate.
- A member of the local community.



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Application form to become a Governor of the Local Governing Body (Earlsmead Primary School) of the Tithe Academy MAT

Closing date: 3pm on Friday 29th April 2022. Please submit the completed form and declaration by email to Kiran McEwan (KMcewan2@rooksheath.harrow.sch.uk) or hand in to Kathy O'Sullivan in a sealed envelope marked in confidence and for the attention of Miss K McEwan, Clerk to the Governors.

Please complete the parts of the form that have a white background.

Section 1: About you	
Title:	
First name:	
Surname:	
Address:	
Contact phone number:	
Contact email address:	
Are you employed by a Local Authority?	Yes / No
If yes, which Local Authority?	
Are you a Councillor or have you been a Councillor in the past 2 years?	Yes / No
If yes, which Local Authority?	
Please specify any link to Earlsmead Primary School or the local community.	



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Section 2: Declaration

In submitting this application, I confirm that:

- The information which I have provided on this application form is correct;
- I am willing and able to fulfil the requirements of being a Governor as set out in the Role Description, including attendance at Governing Body meetings and school visits, fulfilling a Lead Governor role (to be decided), at appropriate training sessions, and at other ad-hoc meetings;
- I am not disqualified from being a Governor in accordance with the requirements listed below; and
- I understand that I will be required to provide proof of identity and submit to a Disclosure Check by the Disclosure and Barring Service.

Completed by:

Date:

Section 3: Your qualities, skills and experience

We are seeking a community governor for the Local Governing Body who ideally will have skills or expertise in one or more of the following areas to add to the expertise that we already have: primary school teaching and learning, SEND, finance and accountancy, property management / capital projects / construction, law, procurement, marketing and public relations.

Please write approximately 250 words below about the personal qualities, skills, qualifications, and experience you would bring to your work as a Governor.



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Disqualification from membership of a Governing Body

In submitting this Application Form, I confirm that:

- **I am** aged 18 or over at the date of this election or appointment;
- **I am not** subject of a bankruptcy restriction order, an interim bankruptcy restriction, a debt relief order or an interim debt relief order
- **I have not** had my estate sequestrated (unless this has been discharged annulled or reduced);
- **I am not** subject to a disqualification order or disqualification undertaking under the Company Director's Act 1986, a disqualification order under part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors' Disqualification (Northern Ireland) Order 2002 or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- **I am not** included in the list of people considered by the Secretary of State as unsuitable to work with children;
- **I am not** disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- **I am not** disqualified from registration for childminding or providing day care;
- **I am not** disqualified from registration under Part 3 of the Childcare Act 2006;
- **I have not** been sentenced to 3 months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- **I have not** received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- **I have not**, at any time, received a prison sentence of five years or more;
- **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- **I have not** refused and will not refuse an application being made to the Disclosure and Barring Service (DBS) for a Disclosure Certificate.

Completed by:	
Name (please print)	
Signature:	
Date:	