



Trafalgar Schools' Federation

Believe, Inspire, Achieve



Governor - Application Pack 2023





Trafalgar Schools' Federation

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Welcome letter from the Headteacher & Chair of Governors

Dear applicant,

Welcome, and we are delighted that you have shown an interest in Trafalgar. This pack will help you with the application process and provide some information about us.

Applications are warmly invited from inspiring, talented and highly motivated governors to join our team, whether you are at the start of your governor career or have a wealth of experience. Our warm and friendly 3-form entry Infant and Junior schools work in close partnership, across two sites in the heart of Twickenham, in the leafy Richmond Borough.



We are currently seeking a Co-opted governor. Applicants should be able to demonstrate high standards and expectations to ensure Trafalgar provides an inspiring, innovative and exciting learning environment so that all children enjoy and achieve their learning potential.

In return we offer you enthusiastic and highly motivated children who love learning, supportive and engaged families, a warm and supportive team of governors, staff and senior leadership

- Professional Development via a wide range of training delivered by Achieving for Children;
- Kind and supportive governing body colleagues;

This is an exciting time to join the team and to be part of shaping the Trafalgar vision: Believe, Inspire, Achieve. Please contact us if you have any pre-application questions and we encourage you to arrange a visit to our schools.

Trafalgar Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check.

Warm wishes

Sarah Keefe (Headteacher) & Harry Owen (Chair of Governors)





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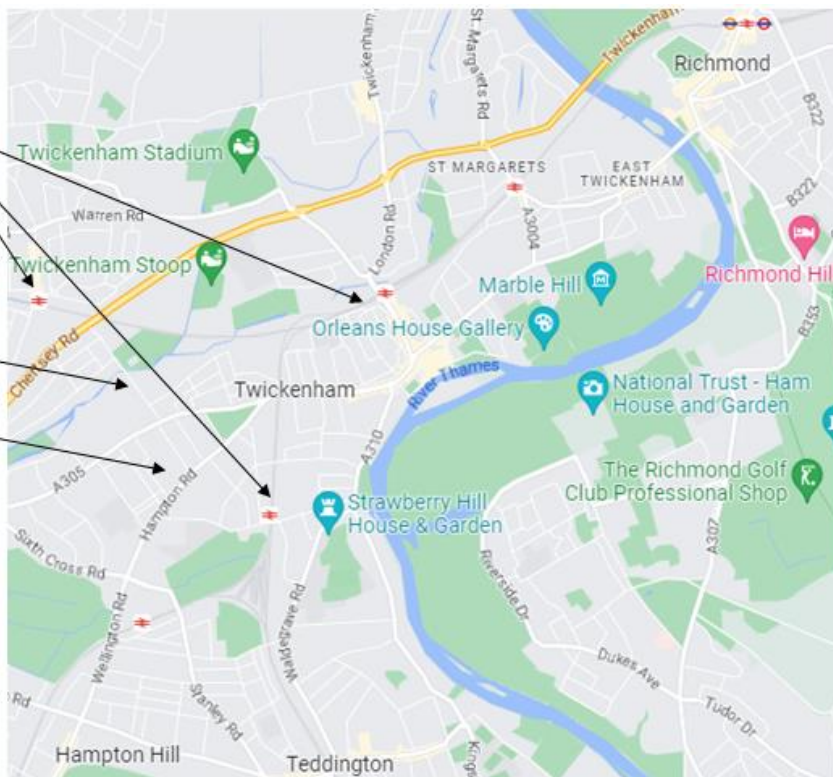
Our location

Nearest railway stations: Twickenham, Whitton & Strawberry Hill

We have bus routes running past our schools serving Twickenham, Richmond and Kingston: 490, R70, 281, 267, H22 and 110

Trafalgar Early Years
Meadway Site

Trafalgar Infant & Junior
School



Further information can be found by visiting our two school websites or by contacting the Federation at either address.

Trafalgar Junior School
Elmsleigh Road, Twickenham
Middlesex, TW2
5EG
Tel: 020 8894
1606
juniorinfo@trafalgarfederation.org.uk



Trafalgar Infant School
Gothic Road, Twickenham
Middlesex, TW2
5EH
Tel: 020 8894
5729
infantinfo@trafalgarfederation.org.uk





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Governor Job Description

The purpose of a Governor is to contribute to the work of the Governing Body (GB) in providing a high quality education and achieving the best possible outcomes for every child.

It is a demanding role but it is not necessary for every governor to understand, in depth, every aspect of it. Effective governing bodies distribute responsibilities, usually across and within committees. There is no one right way to do it but it is essential that the Governing body includes people with relevant skills and qualities to manage the work of the governing body, not to manage the day to day functioning of the school.

Trafalgar Schools' Federation Governing Body with the Headteacher has adopted a Code of Conduct which you will be asked to sign. It outlines the purpose of the GB and describes the appropriate relationship between individual Governors, the whole GB and the School(s) etc.

The Governing Body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Effective governance is based on six key features:

- Strategic leadership that sets and champions vision, ethos and strategy.
- Accountability that drives up educational standards and financial performance.
- People with the right skills, experience, qualities and capacity.
- Structures that reinforce clearly defined roles and responsibilities.
- Compliance with statutory and contractual requirements.
- Evaluation to monitor and improve the quality and impact of governance.

Role Description: A Governor needs to be individually and collectively as part of the FGB team responsible for:

- Shaping the future of the schools by ensuring stakeholder involvement when the Federation's values, vision and strategic plan are being reviewed.
- Ensuring that targets are challenging but realistic.
- Ensuring high standards of safeguarding.
- Appointing the Headteacher and Deputy HTs.
- Ensuring the Federation complies proactively with the Equality Act and that it actively prepares children and young people positively for life in modern Britain.
- Ensuring all resources, including financial, are managed effectively to secure the best possible outcomes for children.
- Ensuring that the school complies proactively with the Data Protection Act.





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- Playing an active part in promoting school improvement by ensuring that you are well briefed on the issues under discussion.
- Attending training relevant to the general role and to any specific delegated responsibilities.
- Contributing to the effective governance of the Federation by attending GB meetings and contributing positively and constructively to the business in hand.
- Participating positively and constructively in meetings of any committee which you join.
- Undertaking monitoring visits on behalf of the GB to see either school in action and to gather evidence to enhance the GB's capacity to evaluate the performance of the schools.
- Promoting positive working relationships within the GB.
- Building effective working relationships with the Headteacher and staff – balancing support and challenge.
- Leading on aspects of the GB's work for which you have delegated responsibility e.g. chairing a committee, being the link for an area of work such as safeguarding etc.
- Where agreed with the GB, communicating with key stakeholders, to raise the profile of the GB e.g. by attending school events such as parents' evenings.

Expectation of every Governor as a minimum requirement:

- Attend Full Governing Body (FGB) meetings (usually 4 a year, taking place on a Tues at 7pm (lasting about 2 hours)) and read agendas, papers and minutes in advance of meetings and take actions away.
- Join Committees and attend meetings (there are 3 Committees which meet once per term or as necessary, taking place on Tues at 7pm and Thurs at 8am (lasting about 2 hours)).
- Attend essential training courses as required and commit to personal development.
- Offer constructive criticism, challenge and support to the TSF community.
- Take on a link governor role.
- Visit either of the two schools at least once per term within the school day.
- Work towards becoming a Committee Chair, Chair or Vice Chair of the GB.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities and duties.





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Governor Person Specification

We are looking for team players who have skills in any or a combination of those listed in the covering letter. Overall Governors should have a variety of skills, knowledge and qualities but there are a number of **essential** and **desirable** knowledge areas and qualities that are required of any Governor and they are included in the table below.

Essential	Desirable
<ul style="list-style-type: none">• Can describe how knowledge and skills acquired in training has enhanced their practice.• Prepared to participate in substantial training essential to the role of governor.• Understands the relevance of the Seven Principles of Public Life and a governor's commitment to following them.• A strong commitment to securing the best education for every child.• Wants to make a positive difference to the local community.• Willing and able to commit time to training, attend meetings and making focused visits to Trafalgar.• Willing to share their knowledge, experience and skills for the benefit of the GB and Trafalgar as a whole.• Committed to making constructive contributions in and beyond governing body and committee meetings.• Values and respects the views and contributions that different people can make.• Willing and able to promote constructive working relationships within a team either as team leader or as a member of the team.• Able to analyse data and information, to ask questions and to challenge in a constructive not confrontational manner.• Has appropriate levels of literacy in English and at least basic IT skills.• Has sufficient numeracy skills to understand basic data.• Willing to learn and develop new skills	<ul style="list-style-type: none">• Prior successful experience as a governor.• Able to cite one or more expectations the DfE and Ofsted have of Governing Bodies (GB).• Successful experience of leading a team

