



Co-op Academy  
Brownhill

20th October 2023

Dear Colleague

## STAFF GOVERNOR ELECTION

I am writing to let you know that there is a staff governor vacancy on our Academy Governing Council (AGC) and we are now seeking to fill this vacancy. On behalf of the Trust, I am acting as the 'returning officer' in the election process. Staff governors are elected by staff<sup>1</sup> employed at the academy to serve a four-year term of office and you may, if you wish, put yourself forward for election<sup>2</sup> using the nomination form.

Staff may self-nominate but if a staff member wishes to nominate another staff member, they should first seek their approval before submitting the nomination.

Please read the information given with this letter.

The timetable for the election is:-

1. Invitations to submit a nomination for a staff governor role issued on Friday 20th October 2023.
2. Nomination forms to be returned to me by 12.00 noon on Monday 13th November 2023
3. Ballot papers to be sent to all staff on Wednesday 15th November 2023. Voting will only take place if there are more nominations than vacancies.
4. Ballot papers to be returned to me by 12.00 noon Wednesday 29th November.
5. The votes will be counted on Thursday 30th November after which the result will be announced.

Governors have an important and influential role to play in the life of an academy and they, along with all other governors, are elected or appointed with a single common purpose – to govern the academy in the best interest of pupils. I do hope you will be able to take this opportunity to play an active part in the academy's life by becoming a candidate in this election process and by casting your vote when the time comes. If in the meantime you have any queries, please let me know.

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<sup>1</sup> All staff (teaching or non-teaching as appropriate and determined by the nature of the vacancy) employed by the Trust under a contract of employment to work at the academy are eligible to take part in the staff governor election process, including those on sickness or maternity leave.

<sup>2</sup> All full-time and part-time members of teaching or non-teaching staff (as appropriate and determined by the vacancy) employed by the Trust under a contract of employment to work at the academy, are eligible to stand whenever there is a vacancy.



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Yours sincerely

Miss C Shanks  
Interim Head of School  
Returning Officer for Staff Governor Election



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## CANDIDATES PACK

We are seeking nominations from staff for one staff governor who can be either a teaching or non-teaching member of staff

This pack contains:

- Information about staff governors
- Information about the role of the governing body
- Information about support arrangements
- An outline of the election process
- A nomination form

## WHO ARE STAFF GOVERNORS?

All school governing bodies have staff governors and staff governors are elected by other staff employed by the Trust under a contract of employment to work at the academy.

If there are insufficient eligible candidates for the vacancies at an election, the Trust can appoint a staff governor, but there are restrictions on who can be appointed.

Governors normally serve for four years although they must leave office if they cease to be employed at the academy.

## WHAT ARE STAFF GOVERNORS?

Staff governors have the same rights, responsibilities and duties as other governors.

Staff governors should play a full and active part in the governing body.

Staff governors, like other governors, do not have the power to act as individuals or as a group, unless specifically authorised to do so by the governing body.

Staff governors are not on the governing body simply to represent the interest of staff, or to be the only link with staff because all governors must have regard to these issues. Staff governors are representative members of staff, not staff representatives.

## WHAT DO GOVERNORS DO?

All academy and maintained schools have a governing body which together with the Trust and headteacher set the aims and policies of the academy. The headteacher is responsible for the day to day management of the academy. Together the governing body and headteacher must ensure the academy provides good quality education and helps to raise standards.



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## WHAT DOES THE GOVERNING BODY DO?

The main duties and responsibilities of the governing body are:

- Upholding the values of The Co-op Academies Trust by example and ensuring that the values are reflected in governing body discussions and decisions and promoted throughout the academy.
- Ensuring that the academy promotes equality and diversity for all its staff, young people and other stakeholders.

### Relationships

- Building and maintaining close relations between the academy, The Co-op Academies Trust, the principal/headteacher, staff, students and stakeholder groups to promote the effective operation of activities
- Working with partner organisations to ensure the effective delivery of services

### Strategy and Performance

- Ensuring improved outcomes in terms of student attainment and the rating awarded
- Establishing clear and challenging objectives around academy improvement, curriculum development, behaviour, attendance and safeguarding to deliver the agreed plans and strategy for educational outcomes and regularly review performance against those objectives
- Ensuring the effective implementation of governing body decisions by the headteacher and leadership team
- Holding the headteacher to account for the effective management of the academy and delivery of the educational outcomes
- Ensuring the long-term sustainability of the academy

### Stewardship

- Upholding the values of The Co-op Academy Trust by example and ensuring that the values are reflected in governing body discussions and decisions and promoted throughout the academy.
- Ensuring that the academy promotes equality and diversity for all its staff, young people and other stakeholders.

## HOW MUCH TIME WILL IT TAKE?

To be an effective member of the governing body team, it takes time. You will need to prepare for and attend at least three full governing body meetings per year. You will also be involved in one or two committees dealing with resources, teaching and



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learning, or pastoral and curriculum. These usually meet at least once a term. In addition, some governors take on other roles such as Special Educational Needs governor.

The amount of time you will need to give depends on how involved you become but governing bodies cannot operate effectively with passengers. You must be prepared to take more than an interest.

## WHAT SUPPORT IS AVAILABLE?

The Co-op Academies Trust provides support services and training for governors.

All governors receive membership to the National Governors' Association (NGA) which provides:

- Weekly e-newsletter - during term time which keeps governors up-to-date with important government and education related news, including policy announcements, information on consultations, legislation, guidance and new research.
- Governing matters magazine - published six times a year, is essential reading for governors providing strategic leadership in schools and academies. each issue includes the latest news on changes in policy, advice and guidance.
- Free places at NGA member events and conferences
- Guidance centre - the information hub for governors - access to best practice resources including finance; staffing; Ofsted; curriculum; special educational needs; legislation, and school improvement.

Training and development opportunities are provided through face to face in-house training provided by the Trust's Education Directors and specialist education consultants, through on-line modular learning through NGA's Learning Link programme and arrangements made locally by governing bodies.

If you require more information about being a governor speak to the headteacher at your academy or contact the Trust's Governance Team by emailing [westyorkshirehub@coopacademies.co.uk](mailto:westyorkshirehub@coopacademies.co.uk) or calling 01274 905367.



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## NOMINATION AND ELECTION PROCESS

Staff are asked to nominate themselves using the Staff Governor Nomination Form included in this pack, and available from the academy office from Friday 20th October to 12.00 noon on Monday 13th November. The nomination form needs to be completed and submitted in the sealed box located in the school office in a sealed envelope for the attention of Christina Shanks.

In the event that more nominations than vacancies are submitted, all staff will be asked to vote for their preferred candidate for the vacancy. Ballot papers will be issued to all staff on Wednesday 15th November. They will be asked to fill in the ballot paper and place it in the sealed box located in the school office no later than 12.00 noon on Wednesday 29th November. A checking process will be in place to ensure that each member of staff only submits one ballot paper and votes for one candidate only. The names of the candidates standing for election will be on the ballot papers, along with their personal statements; no other names will appear on this paper.

The results of the election will be announced on Friday 1st December.



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## STAFF GOVERNOR NOMINATION FORM

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Signature of person nominated:

\_\_\_\_\_

Signature of proposer (if different to nominee):

\_\_\_\_\_

Name and address in BLOCK letters of proposer (if different to nominee):

\_\_\_\_\_

Personal Statement (maximum 250 words)



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I wish to submit my nomination for the election of staff governor. I declare that the information I have supplied is accurate. If elected, I agree to:

- abide by the terms of the Code of Conduct which applies to governing body members
- commit to attending regular meetings of the governing body
- uphold the values of the Trust and the Academy

Signed: ..... (candidate)

Date: .....