

PINNER

HIGH SCHOOL



GOVERNOR

INFORMATION PACK

Inspiring Learning

January, 2017

Dear potential Governor

I am delighted that you are interested in the opportunity to join the Local Governing Body of Pinner High School.

We are seeking up to three community governors to join the Local Governing Body. You will be joining at a very exciting time as we launch, grow, and develop Pinner High School. Our ambition as the Local Governing Body is simple: for Pinner High to quickly establish itself as an excellent school that the local community is proud of, and to live up to its motto of 'inspiring learning'.

Our role is to set the vision and direction for the school, support and challenge the Headteacher and senior staff to ensure that our educational expectations are realised, ensure that the school is functioning effectively, and ensure that public money is spent efficiently and appropriately.

The Local Governing Body includes people with a wide range of experiences, including governors with school leadership experience, and governors with backgrounds in law, medicine, finance, and marketing. Further information about the current governors is available on the school website. We would particularly welcome applications from individuals who have experience in finance, human resources, property expertise and commercial expertise to add to the expertise that we already have.

It is essential that you are able to commit the time required to be an effective governor, including attending training where necessary. The Local Governing Body is a team effort, and you must be able and willing to listen to and respect the views of others, put forward your own opinions, understand and challenge data, and share the ethos and objectives of Pinner High School. Further information about our expectations is available later in this Information Pack.

Pinner High School is part of a multi-academy trust, called Harrow Academies Trust (HAT), that is also due to open a primary school, Harrow View Primary School, as part the redevelopment of the Kodak site in Harrow. As a Local Governing Body, we are accountable to the Board of Trustees of HAT and we operate within the procedures of the overall trust. HAT has been set up by local high schools working in partnership.

If you wish to be considered as a Governor, please complete the Expression of Interest form in full and email it to ejordan@pinnerhighschool.org to arrive by 12 noon on Friday 10th February 2017.

Please do contact me via Emma Jordan, the Clerk to the Governors (ejordan@pinnerhighschool.org) if you have any questions about the role or our vision for Pinner High School. I am proud to be the Chair of Governors – if you are as excited about the potential of the school as I am then I look forward to receiving your Expression of Interest.

Yours sincerely

Dr Andleeb Ahmed
Chair of Pinner High School Local Governing Body
Trustee, Harrow Academies Trust

GOVERNOR OF PINNER HIGH SCHOOL

We encourage you to read our website carefully and familiarise yourself with our school.

Pinner High School opened in September 2016 with its first Year 7 students. Each Year 7 cohort will be up to 180 Year 7 students, so in 2020/21 we will have up to 900 Year 7 to Year 11 students. Our onsite sixth form, for up to 250 students, will admit its first Year 12 students in 2021/22. Pinner High will have its full complement of year groups in 2022/23. There will be 12 additional places for students with Autistic Spectrum Disorder (the total roll will be 1,162 if all year groups and the ASD places are full). Pinner High School is located on Beaulieu Drive, HA5 1NB.

Pinner High School is part of The Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. These high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

The Harrow Academies Trust will also include Harrow View Primary School, which is a primary school that will be constructed as part of the major housing / regeneration project in Harrow on the site of the current Kodak site.

The governance of Harrow Academies Trust includes:

- Seven high schools as 'members' of HAT, who are akin to shareholders and so appoint Trustees and receive the accounts but are not involved in the management of HAT (the seven high schools are Bentley Wood, Canons, Harrow, Hatch End, Nower Hill, Park, and Rooks Heath)
- A Board of Trustees that includes the Headteacher of each school within HAT (just Pinner High currently), the Chair of each Local Governing Body within HAT (Andleeb Ahmed from Pinner High and Janice Howkins on behalf of Harrow View), and up to 7 appointed by the members (who are currently seven high school headteachers)
- A Local Governing Body for Pinner High
- A Local Governing Body for Harrow View Primary School

For 2016/17, the Local Governing Body has agreed to operate in the following way:

1. To have monthly full Local Governing Body meetings that have a 75 minute meeting and then a 75 minute training and development session. This approach enables all governors to be involved across the breadth of the school as the school launches and goes through its first year. This structure also allows for the induction of new parent and staff governors, and enables those governors to learn from the senior educational leaders who are on the LGB (some of whom will step down for 2017/18 as part of the evolution of the LGB). The meeting dates are provided below; all meetings start at 6:30pm at Pinner High School.
2. To not have any standing Committees (i.e. no separate committees for areas such as finance or curriculum); these items will instead be covered via Lead Governors in detail and then at full LGB meetings.
3. To have a series of Lead Governor portfolios to enable individual governors to understand aspects of the school in greater detail. The expected portfolios are: Chair; child protection / safeguarding; special educational needs and disabilities; finance; standards and student progress; equalities; premises and health and safety. Others may be added as necessary.

LGB meeting dates for the remainder of the academic year are: Tuesday 24th January; Wednesday 22nd February; Thursday 23rd March; Wednesday 24th May; Thursday 29th June; Tuesday 18th July.

The LGB will review its arrangements for 2017/18 during spring / early summer 2017.

In terms of the time commitment, it is likely to be:

- 9 – 12 LGB meetings a year, which will probably be in the evening
- A half-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
- 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).

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 that it oversees, and is accountable for decisions that it makes under delegated authority from the Trustees.

The role of the Local Governing Body is to:

- Develop the vision and strategy for the school
- Determine the policies and priorities of the school
- Ensure that the curriculum and teaching and learning strategies for the school comply with legal requirements and enable every student to make outstanding progress, in turn leading to successful outcomes
- Set targets for educational, operational and financial performance at the school
- Monitor and evaluate the educational, operational and financial performance of the school
- Approve the staffing structure for the school and appoint staff
- Ensure that children and staff are safe and healthy at school
- Maintain and improve the school environment
- Monitor and evaluate the effectiveness of the Local Governing Body and its impact upon school performance

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

REQUIREMENTS OF GOVERNORS

There are three key requirements for each governor:

Be prepared

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

Actively participate

5. Attend meetings of the Local Governing Body, and any committees or working groups that you are part of.

6. Read all papers for meetings in advance of the meetings and ask questions that are either clarifications or that further understanding of the issues and so help discussion about the decisions required.
7. 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).
8. Agree to undertake a 'Lead Governor' role and fulfil it diligently.

Act appropriately

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

PERSON SPECIFICATION

An effective governor will demonstrate:

- A commitment to securing the best educational outcomes for all children
- A commitment to the vision, values, and objectives the school
- Strong communication skills in listening, speaking and writing
- An ability to evaluate and make use of a wide range of information and data
- The capacity to develop specific knowledge and understanding of the school and its community
- The ability to question in a manner that encourages reflection and helps move discussion forward
- A sense of fairness
- A commitment to equalities
- Tact and diplomacy
- An ability to work as a member of a team
- An ability to respect confidentiality
- A commitment to participate in training and self-evaluation