



**Governor
Application Pack**

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Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children, so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin
Chief Executive Officer



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

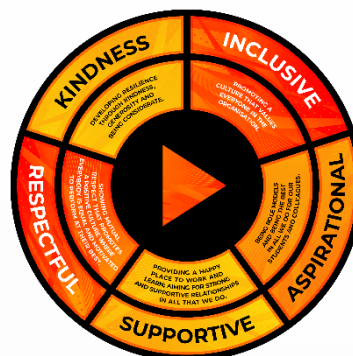
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be. We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



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Local Governance

What do school governors do?

School governors offer strategic guidance, rather than getting involved in the operational aspects of a school. This involves:

Working with other board members to plan the school's strategic direction.

Overseeing the school's financial performance, ensuring money is well-spent.

Holding the headteacher or school leadership to account.

A school governor's relationship with the school's leadership team involves challenging existing processes to drive school improvement.

The structure of the board

The local governing board's are made up of up to 9 governors and the Headteacher. The board can be a maximum of 9 governors. There are various types of governors and roles on the board including, Chair, Vice Chair, Staff, Parent and Community.

Each governor is then assigned a specific area of focus to support the school and board e.g. Health & Safety, SEN, Safeguarding and Finance.

The role of a Parent Governor

- Governing boards usually have between 2-4 parent governors.
- They are there to offer a perspective from the parent community on the board.
- Parent governors have the same responsibilities as other types of governor.
- Term is 4 years.

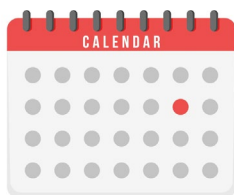
Communicate a parent's perspective

It's a fine line to tread but remember that you're not there to speak on behalf of parents.

Use your perspective to help the board understand a parent's viewpoint. This will help the board make good decisions and maintain a link between governance and the parent community.

Example	Do ask	Don't say
School uniform change	Has the school consulted parents on the proposed uniform changes? If not, why not?' 'How has the school explained the proposed changes to parents?' 'Has the school considered the cost of this change to parents?'	As a parent, I've spoken to other parents in the playground and we all think the uniform shouldn't change.'

How much time does this take?



Meetings

6 meetings per year, these are held at the school and start around 5 o'clock.

Lasting up to **2** hours.



Reading

Boards papers are published online prior to the meetings to be read beforehand.

60 - 90

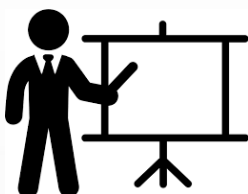
minutes reading and preparing questions expected



Visits

A minimum of **3** monitoring visits per year

1 - 2 hours each visit.



Training

The training is mostly online, self-led based on what you would like to up-skill on (if applicable).

There are a few mandatory training modules that need to be completed each year and there are some bespoke Trust training sessions.

Expect **5** hours per year.

Role Description – School Governor

Duties & Responsibilities

School governors are one of the largest volunteer forces in the UK

They provide schools with strategic leadership and accountability for educational and financial performance. In academy trusts like Beyond Schools Trust, governance is split across 2 levels. Our board of trustees is responsible for strategy and monitoring across the whole trust. Local governing bodies at each individual academy fulfil the following functions:

- Develop and embed the school's vision, ethos and strategy
- Support the school to embed the trust's vision
- Establish a culture of high educational standards that promotes staff and pupil wellbeing
- Make sure all pupils have access to a broad and balanced curriculum
- Monitor school improvement
- Monitor provision for pupils with special educational needs and disabilities (SEND)
- Monitor educational performance, using a range of data sources
- Ensure stakeholders (parents/carers, pupils, staff and the local community) are informed and consulted as appropriate
- Scrutinise the school's budget ahead of approval by the board of trustees
- Make sure the school is compliant with legal requirements, including that statutory policies and documents are in place
- Monitor safeguarding procedures and provision
- Monitor and evaluate the school's financial performance against budget and particularly for ring fenced grants such as pupil premium.
- Contribute to the performance management of the headteacher
- Be a source of challenge and support for the headteacher
- Monitor and evaluate the school's staffing structure
- Monitor health and safety in the school
- Provide information and reports to the board of trustees

Generic duties relevant for all members of Governing Body

It is expected that all governors work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All governors should act with professional integrity at all times, following the "Code of Conduct".

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff and governors are recognised and valued. It is therefore the responsibility of staff and governors to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff and governors, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff/governors must ensure that the highest priority is given to following the guidance and regulations put in place. All staff/governors are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

ICT

All staff/governors will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff/governors are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff/governors are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List, and where applicable Disqualification under the Childcare Act check.

The Recruitment Process

Closing date: not applicable

Interview date: to be confirmed

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on the school's careers page

If you wish to discuss the role, please contact Janette Perry via email jperry@beyondschools.co.uk

The application form:

Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

Safeguarding:

Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes verification of identification, right to work in the UK, references from current or most recent employer, an enhanced DBS with a section 128 check. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

CV:

We do not wish to see your CV so please do not include it.

Supporting Statement:

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you want to become a governor.
- What experience and skills do you believe you can bring to the governing board.
- We have listed in the application form a number of skills and expertise we are looking for, please indicate where your main strengths lie.

Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

References:

Do provide two referee details as outlined, please ensure you indicate whether references can be taken up before interview.

Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department.

Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal.

Advert - Job Title

Salary: Voluntary
Start date: Various
Hours: Approx 6 meetings per year
Location: Various, throughout Kent and Medway

Interview date: TBC

Advert wording

Do you have a passion for making a difference, for supporting your local community and helping to define a school's vision, ethos and strategy? Do you want to support the school in monitoring educational performance, safeguarding, health and safety and be a source of challenge and support for the headteacher.

We have a number of governor vacancies across our schools within the Trust and looking for inquisitive, enthusiastic and knowledgeable individuals from the local community to serve on our Board of Governors. You will gain experience in analysing data, strategic planning, holding senior leaders to account and developing your communication and teamwork skills.

In exchange we are looking for individuals from a diverse range of backgrounds. Your skills and values matter to us, and we are particularly keen to hear from those with experience and skills in the following:

- Understanding of data
- Finance/accounting knowledge
- Health and Safety
- Knowledge of education
- Knowledge of Safeguarding
- Legal expertise
- Marketing and communication skills
- HR experience
- Risk management skills

Full training will be given and you will be allocated to school taking into account location, skills and expertise.

For further details on this role and to apply please complete an application form which can be found on the school's careers page [Our Vacancies](#) | [Beyond Schools Trust](#)

If you wish to discuss the role, please contact Janette Perry via email jperry@beyondschools.co.uk

Safeguarding commitment

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check, and Section 128 Checks for Governors".

Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.

Our Locations

Our Head Office is based at:

Fort Pitt Grammar School

Fort Pitt Hill

Chatham

Kent

ME4 6TJ

Tel: 01634 888115

And our schools are located, across Kent, as below.

