



Recruitment Pack



**Join our Local Governing Committee!
Tyneview Primary School**

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Schedule

Stage	Timescale
Initial expressions of interest	Up to Friday 26 January 2024 (we may close this earlier if we get sufficient expressions of interest)

Contact

Your main point of contact throughout the recruitment process is:

Carole Day
Governance Support Adviser/Clerk to the Local Governing Committee
NEAT Academy Trust

T: 0191 2284090 E: governance@neat.org.uk

Please contact us if you have any access requirements or need any adjustments to be made in order to carry out this role (including during the application stage).

Welcome from Kath Davidson, Chair of Tyneview Primary School Local Governing Committee

Thank you for your interest in the role of local governing committee member at Tyneview Primary School within NEAT Academy Trust. I'm sure you'll want to find out more about what's involved before deciding if this is the right opportunity for you. In this pack you'll find information about the trust and the school, as well as the role and the skills, experiences and personal attributes we're looking for.

We are a vibrant and successful one form entry primary school in Walker in Newcastle upon Tyne. Our school motto is 'maximising potential' which is what we do through delivering what each individual child needs. Our aim is to be as inclusive as possible making sure that any opportunities to develop knowledge, skills and resilience are taken.

We're looking forward to welcoming new members to our committee. You can find out more about our current local governing committee members on the school website at: <https://tyneview.neat.org.uk/governance/>

Videos of local governing committee members and trustees talking about their experience of volunteering with NEAT are on our Youtube channel at: https://www.youtube.com/playlist?list=PL8F1Yjn1I2MRvH6FsWTUOlas_QbVfa41O



Being a LGC member is a hugely rewarding experience as schools make a real difference in their local community. It typically involves a time commitment of around five to eight hours per month. LGC members usually attend one meeting and carry out one school visit each term. They also prepare for meetings/visits and develop their own knowledge and skills, which may include face-to-face or on-line training. You don't need to have a background in education to be a LGC member – we need a team of people with a wide range of different experiences and we'll support you with an induction programme.

We have two vacancies for trust LGC members with a four-year term of office.

"I would encourage someone to become a governor with NEAT if they have the desire to try something different, if they want to have the opportunity to give something back or if they want to find a way to develop themselves. Being a governor for NEAT provides huge rewards for the work you put in."

Darren Healy, NEAT Academy Trust Local Governing Committee Member

About NEAT Academy Trust

NEAT Academy Trust is a thriving and collaborative partnership of six primary and secondary schools across the north east of England, working together to provide a first-class education for all our learners.



Each school has its own individual ethos and is at the heart of its local community. However, as a multi-academy trust we are able to make a greater difference together to enable all pupils to improve their life chances with the support of their families.

“Having been a young person growing up in the local community, I find the genuine level of care the trust provides to their families and community overwhelming and very inspiring to witness. NEAT nurtures children and young people throughout their education to ensure they have different opportunities and empowers them to have high aspirations, whilst always thinking about what more can be done to support their families.”

Nadia Iftkhar, NEAT Academy Trust Non-Executive Director/Trustee

We encourage you to see the trust and our schools in action and find out about our values in our ‘Welcome to NEAT Academy Trust’ video on YouTube at:

https://www.youtube.com/watch?v=jd8aeTt8_pU



You can also find out more about the trust from our website at: www.neat.org.uk

Every school also has its own website. You can find out more about Tyneview Primary School at:

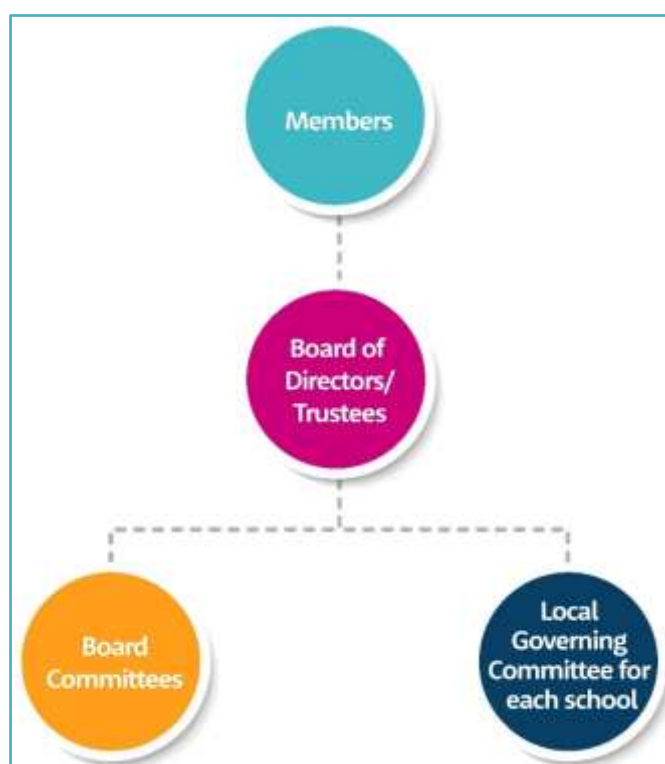
<https://tyneview.neat.org.uk/>

About Tyneview Primary School

Address	Winslow Place, Off Titan Road, Walker, Newcastle upon Tyne NE6 3QP	
Acting Headteacher	Robyn Bonnick	
Age range	2-11	
Date joined NEAT	April 2017	
Type of academy	Converter academy	
Religious ethos	Not applicable	
Ofsted rating	Good (September 2021)	
Additionally resourced provision	Communication difficulties	
Number of pupils	288	above average
Pupils who qualify for free school meals	56%	well above average
Pupils with an Education Health and Care Plan for additional needs	3.1%	above average
Pupils with English as an Additional Language (EAL)	7%	close to average

The role of the local governing committee within NEAT Academy Trust

As a multi- academy trust NEAT is a charitable organisation. We rely on the goodwill of our volunteers to govern the trust.



The roles and responsibilities of each level of the governance structure are:

- **Members:** have a “hands off” role and ensure the board of directors/trustees are carrying out their role effectively
- **Board of Directors/Trustees:** has oversight of the trust as a whole and is accountable to the Department for Education for the performance of all schools and how well the trust spends its money
- **Board Committees:** some trustees are members of trust-wide committees, such as Achievement and Climate for Learning or Finance, Audit and Risk
- **Local Governing Committees:** include parents and staff of the school and are the “eyes and ears” of the Trust Board – they get to know their school well and understand its strengths and areas for development.

Each level of the governance structure is strategic and neither the board of directors/trustees nor the local governing committees are involved in the day-to-day running of the trust or its schools. This is the responsibility of the trust’s executive team and each school’s senior leadership team.

The trust’s board of directors/trustees decides the role it wants its local governing committees to carry out so the role within NEAT can be quite different to similar roles in other academy trusts and the role of a governor in a school maintained by a local authority.

Although each level of the governance structure has a different role, collectively they work together to contribute to the three core purposes of governance:



“I enjoy being a governor because you get an insight into the running of a school and you can have a positive impact on the local community and families within the trust. You also get a good oversight of how school policies and procedures are put into place and the effort that is put into implementing these. You really get the opportunity to see the progression of pupils and how the trust positively promotes learning.”

Kelly Sherriffs, NEAT Academy Trust Local Governing Committee Member

Local Governing Committee Member Role Description

Overview:

Local governors are members of a school's Local Governing Committee, which carries out some aspects of the core governance purposes on behalf of the trust's Board of Directors. They recognise and support the individual ethos of each of our schools including the religious character of our Church of England schools.

Role:

To contribute to the three core governance purposes:

1. **Strategic leadership:** Within the trust's overarching vision, values and strategy, to work with school leaders to develop the school's vision and ethos for high quality and inclusive education (including preserving and developing its religious character in Church of England schools where relevant), foster its culture and champion its strategic priorities.
2. **Accountability and assurance:** To understand how the school is performing based on different sources of information and feedback, and support and challenge school leaders. To oversee the impact of specific funding streams and staff appraisal and development.
3. **Engagement:** To listen to and report to the school's stakeholders: pupils, parents, staff, and the wider community. To act as an ambassador for the trust and its schools.

As required:

4. To serve on an ad hoc committee e.g. to make decisions about admissions, review pupil exclusions, appoint the headteacher/deputy headteacher, hear an appeal or complaint.
5. To act as a link governor for a specific theme e.g. careers, health and safety, safeguarding, SEND (supplementary role descriptions are provided).
6. To participate in any working groups.



What to expect as a Local Governing Committee Member

All local governing committee members are expected to:

- get to know the school well and gain a good understanding of its strengths and areas for development
- visit the school regularly during school hours (usually once each term) to talk to school leaders, staff and pupils and write a short report to share findings with the Local Governing Committee
- take part in induction/regular training events and an annual 1:1 conversation with the LGC Chair or Vice Chair
- attend meetings (which are held after school hours) and contribute to discussions, having read the papers before the meeting
- be responsive to contact from other committee members and the clerk between meetings
- behave in a professional manner in accordance with the trust's Code of Conduct and complete annual checks/declarations
- carry out their role in accordance with the trust's values:
 - **Aspirational** - We aim high for ourselves and others
 - **Collaborative** - We are best when we work together as one trust
 - **Inclusive** - We welcome and value every individual and foster a sense of belonging
 - **Innovative** - We are creative and forward thinking in our work
 - **Responsible** - We act professionally and ethically in the best interests of the trust community.



“I have strong relationships and work collaboratively with members of staff in the school which leads me to have regular support and challenge discussion, alongside fact finding visits. I can offer an outside perspective as I am not embroiled with the details which allows me to have a good overview and ask curious questions that might not have been thought of.”

Carly Dobson, NEAT Academy Trust Local Governing Committee Member

“The Local Governing Committee members work really well together as a team. We have regular meetings and work together on how best we can scrutinise and evaluate the school and support and challenge the leadership team.”

Father Phil Medley, NEAT Academy Trust Local Governing Committee Member

Local Governing Committee Member Person Description

The members of the school's Local Governing Committee (LGC) work together as a team and contribute a range of skills, experience and personal attributes.

There are core skills, experience and personal attributes that all LGC members should have, or be able to develop through our induction programme:

Core skills and personal attributes	
Commitment to education	Personal commitment to helping our schools continue to improve and our pupils to get the best education possible.
Insight	Experience of living in, working in/with or connection with the community that the school serves, or a strong interest in developing this insight.
Aligned to trust's values	<ul style="list-style-type: none"> • Aspirational: supports and challenges others so they can do their best. • Collaborative: works well together with others. • Inclusive: values everyone's contribution. • Innovative: seeks insight and opportunities to learn and embraces new ideas. • Responsible: takes responsibility to carry out the role of LGC member
Personal attributes	<ul style="list-style-type: none"> • Able to see the big picture and think strategically. • Has independent judgment. • Operates with openness and integrity solely in the public interest. • Drives for continuous improvement. • Understands the importance of building strong working relationships within the LGC and with the Headteacher and senior leaders, staff, parents/carers, pupils, trust leaders/board, the local community and employers.
Availability	<p>Able to attend Local Governing Committee meetings and training which are typically held late afternoon/early evening on weekdays during term-time (these are usually face-to-face but attending virtually is possible on some occasions – equipment and training can be made available).</p> <p>Able to visit the school approximately once per term during school hours.</p>
Specific skills for these two vacancies	
<p>We are ideally seeking people who have skills, knowledge and/or experience of one more of the following:</p> <ul style="list-style-type: none"> • Leadership and management • SEND • Careers • Mental health • Social care 	

About the recruitment process

Who is involved in the recruitment process

The local governing committee has appointed a **nomination panel** to meet with people who are interested in the role. They will discuss their views at the end of the process with the rest of the committee based on the skills, experience and attributes set out in the About you section on page 9.

Expressions of interest

We'd like you to find out more about this opportunity before you decide whether to apply.

If you haven't done so already, please contact Carole Day, Clerk to the Local Governing Committee on 0191 2284090 or by e-mailing governance@neatat.org.uk to **express your interest**. She can tell you more about the role and answer any initial questions you may have.



How to apply

You will be asked to complete a short **application form** if you wish to be considered for appointment. This includes basic information such as your contact details and asks you to tell us more about yourself. You can submit your answers to those questions by video or sound recording if you prefer.

We will also ask you to complete a **diversity data form** so we can review the response to our recruitment process as we work towards ensuring we have a diverse range of voices around the table. This is not part of the selection process.

You can read our privacy notice for members, directors and governors to understand how we will protect any personal data you share with us:
<https://www.neat.org.uk/policies-documents/#information>

Reviewing applications

The nomination panel will review all applications against the skills, experience and attributes identified in the About you section. Potentially suitable applicants will be invited to have a **discussion with the nomination panel** to find out more about you and for you to find out more about becoming a member of the local governing committee. You will also have an opportunity to visit the school and meet the Headteacher.

You may also be asked to complete a **skills audit**. This helps the nomination panel to see how well applicants match the skillset they are looking for.

Equality, diversity and inclusion

It is important that the people who work at or volunteer with NEAT Academy Trust are representative of our communities. We welcome applications from people of all backgrounds and lived experiences, however we are particularly interested in people who identify as Black, Brown or Person of Colour or have experienced race discrimination and people aged under 30 as they are currently under-represented in our governance population. Applicants from under-represented groups are guaranteed a panel discussion if they meet the essential criteria.

Please let us know if you have any access requirements or need any adjustments to be made in order to apply for this role.

Appointment process

Local governing committee member appointments are made by the trust board.

All appointments are conditional on a satisfactory enhanced criminal records check from the Disclosure and Barring Service (DBS) and other checks and declarations relevant to local governing committee members within a multi-academy trust. We will consider the nature, age and frequency of any convictions before deciding whether to confirm your appointment.

After appointment

We will provide an induction programme to ensure that the successful person gets to know the role and their school well. This will be a blended approach including visits, face-to-face learning, e-learning and self-directed materials.

NEAT offers a CPD programme, annual governance away day and membership of the National Governance Association for all of our governance volunteers.

We provide access to GovernorHub, which is an easy-to-use IT platform for local governing committee members to access meeting papers, book training and update their personal data. We can provide support for anyone who needs access to a device to use for their governance role.

Although this is a voluntary position, you are entitled to claim reasonable expenses, for example travel and childcare costs. You can read our expenses policy here:

<https://www.neat.org.uk/policies-documents/#governance>

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