



Headteacher: Mrs Kayleigh Anstee

Date: 2nd September 2026

Gateway Primary School – Co-Opted Governor Vacancy September 2026

What is a School Governor?

A governor is a volunteer who gives their time to oversee the long-term development of the school. The three main areas a governor is involved in are:

- 1. Ensuring clarity of vision, ethos, and strategic direction.**
- 2. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and**
- 3. Overseeing the financial performance of the school and making sure its money is well spent.**

Being a governor is an incredibly valuable experience, it is a unique opportunity to give something back to the community and further develop your own skills and experiences which could also benefit your own professional development and career progression.

All Governors are expected to:

- Support the aims of your school.
- Visit and get to know your school.
- Work in partnership with the Headteacher, senior leadership team and other governors to raise standards and improve outcomes for all children.
- Prepare for meetings by reading papers beforehand.
- Take responsibility for your own learning and development as a governor including attending training.
- Attend full governing board and relevant committee meetings promptly, regularly, and for the full time.
- Read briefings and newsletters for governors.
- Be loyal to the decisions made by the governing board.
- Respect the confidentiality of governing board affairs and to sign a legally binding confidentiality agreement.
- Declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial.

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- Have regard to the broader responsibilities as a governor of a public institution regarding promoting accountability for the actions and performance of the governing board.

Can I be a Co-opted Governor?

To apply for this position:

- You must be aged 18 and over.
- You must be living in the UK.
- You must be committed to the role and able to dedicate enough time (see below) to being an active member of the governing board.
- You must **not** be an elected member of the County Council.
- You should meet the relevant statutory eligibility criteria for school governors as set out in the Regulations and agree to DBS checks as required.
- You will have: an interest in all the children's futures, a desire to make a difference, a willingness to accept responsibility, an ability to work in a team, ask questions, listen and learn.

The desirable Skills and experiences we are seeking are:

- School Governor
- Chairing
- Education
- Human Resources
- Finance
- Health and Safety/Premises
- Monitoring and Evaluation
- Communications

How much time will it take?

The average time commitment is 10-15 hours per term (6 terms per year). This includes 9 full governing board meetings (all governors attend) and governor monitoring. The time commitment above includes time needed for background reading to prepare for meetings, school-monitoring visits etc.

School governors are like magistrates or members of a jury and therefore have a right to reasonable time off work for their public duties (this may be unpaid). Check with your Human Resources Department for your company's policy on this.

How Long Does A Governor Role Last?

School governors have a minimum term of office of four years. However, as a volunteer you can resign at any time if your circumstances change.

Will I be offered any Training and Support?

All new governors will undergo a full induction process which will be overseen by a designated Governor Mentor (as per our Governor Induction Policy) This will include the completion of a skills

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Audit and the development of a tailored training plan for the individual governor and the role(s) they are taking.

What is the Legal Responsibility of a Governor?

Maintained school governing bodies are corporate bodies that are legally responsible for the conduct of the school. Because of this, individual governors are generally protected from personal liability because of the governing board's decisions and actions. Provided they act honestly, reasonably and in good faith, any liability will fall on the governing board even if it exceeds its powers, rather than on individual members. All Governors will be covered by a liability Insurance.

How Can I find Further Information?

If you would like further information or would like to discuss the role, further please contact the Clerk to the Governing Board using the e-mail address above.

For further information on the work of governors you can access the [Bitesize New Governor Guide](#) and review the [DfE Governor Handbook](#).

How long do I have to apply?

The closing date for applications will be **31st October 2026**

How can I Apply?

To apply please e-mail your completed application form (below) to the school office: office.2254@gateway.oxon.sch.uk

What happens if more than one person applies?

The applicant who in the opinion of the Governing Board, most closely meets the requirements for the role will be appointed. If no applicants meet the requirements, then a further recruitment will take place.

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Gateway Primary School Co-Opted Governor Application Form

Schools need governors who are:

- Interested in the well-being of children.
- Prepared to commit time and energy to the work of the governing board.
- Prepared to visit the school during the working day occasionally.
- Able and willing to work as part of a team.
- Willing to undertake training or briefing sessions.
- Willing to share his/her knowledge, experience, and skills for the benefit of the school.

Name:

Address:

Email Address:

Telephone Number:

Name and address of applicant

Personal Statement – *please give details of why you wish to apply for this position including the details of the relevant skills and experiences you will bring to the role including those we are looking for.*

Declaration- By signing this document:

I confirm that I am not disqualified

from holding office for any of the reasons set out in the [School Governance \(Constitution\) \(England\) Regulations 2012](#).

Signature of applicant:

Date:

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Completed application forms to be returned to the school office:
office.2254@gateway.oxon.sch.uk by 31st October 2026

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