



Ysgol y Berllan Deg Governor Application Form.

Volunteer Vacancy: School Governor – Curriculum Standards

Are you an energetic and motivated education practitioner wanting to develop your strategic skills and gain board level experience for your CV?

We are looking for an education specialist to take an active part in the development of a 5 year board strategy to deliver the highest quality Welsh medium education. You will need a leadership flair and the ability to keep up momentum between full governing body meetings. As well as working with the knowledgeable Curriculum Standards subcommittee you will work closely with an experienced and motivated headteacher and SLT.

Full governing body meetings are held in the evening, face to face at Ysgol y Berllan Deg, Circle Way East, Llanedeyrn, CF23 9LD.

This is an ideal opportunity to have hands-on experience on developing and leading a long term strategy, which could assist you in further developing your professional career. You don't have to be able to speak Welsh, although this would be an advantage.

To apply for the position please complete the application form and return it to LlywodraethwyrL5@hwbcymru.net by **Friday 31st October 2025**. If you would like to discuss your application further or have an initial informal chat, please contact the Chair, Wyn Griffiths on 07785 355 552

Ysgol y Berllan Deg

Ysgol y Berllan Deg is a Welsh medium primary school with two classes per year and over 30 staff members. Established in 2003, we are fortunate to be located in a modern building with generous grounds including extensive outdoor learning and play areas. Lead by our dedicated and hard working head teacher, the long serving staff create a safe family atmosphere and deliver a wealth of extracurricular activities. In July 2023 we became Cardiff's first Welsh medium primary school to gain the Sanctuary School accreditation for creating a welcoming environment where pupils, staff and their wider communities understand what it means to be seeking sanctuary.

<https://www.ysgolyberllandeg.cymru/>

The governing body is made up of 4 local authority appointed governors, 5 elected parent governors and 4 community governors. The meeting is also attended by the head, deputy head, a teaching staff representative, a support staff representative and our minute taker. The meetings are conducted through the medium of English.

Draft Terms of Reference for the Standards Committee.

The governing body shall conduct the school with a view to promoting high standards of educational achievement. This committee will consider all matters in relation to the school curriculum. The role of this committee, in partnership with the Headteacher and in consultation with the Chair, is to:-

- develop a 5 year vision and strategy for delivering the highest quality education and to work with the Chair and other committees to plan the delivery in conjunction with the overall 5 year school strategy.

Please ensure all sections are completed fully

- following close consultation with the Headteacher and SLT agree and recommend to the governing body a 1 year draft school development plan with measurable outcomes that align with the 5 year strategy
- agree and recommend to the governing body a draft Action Plan following school inspection by ESTYN and to carry out the governors' statutory responsibilities in relation to the inspection of schools;
- consider and advise the governing body on matters relating to the school's curriculum, including statutory requirements;
- recommend to the governing body draft curriculum policies including sex education, drug education, anti-bullying, child protection and equal opportunities;
- consider curricular issues which have implications for financial and personnel decisions and to make recommendations to the relevant committees or the governing body;
 - monitor the governing body's curriculum policy;
- ensure equality of opportunity for all pupils within the school's curriculum provision;
- review past pupil performance and carry out the governing body's responsibilities in relation to target setting in the Autumn Term;
- monitor pupil achievement against set targets;
- carry out the governors' responsibilities in relation to children with special educational needs; and
- prepare for the governing body the appropriate section of the governors' annual report

What kinds of people make good governors?

Governors bring a variety of experiences into the governing body from many different backgrounds. The strength of a school governor lies not only in detailed knowledge or educational expertise but in other qualities and life-skills, such as tact, judgment, common sense, a belief in raising standards and a real commitment to the pupils, staff and community.

What do school governors do?

Being a governor is challenging but rewarding. Governors need to have time to dedicate to their role, to be prepared to make challenging decisions, act with the very best of intentions and confidentially at all times, and to make sure their decisions are followed up. Key roles include:

- Determining the overall direction, aims, policies and priorities of the school;
- Monitoring performance and promoting high standards of educational achievement, attendance and behaviour, including the rigorous review of performance data;
- Acting as a "critical friend" and setting targets by which progress for pupil achievement can be measured;
- Ensuring that all learners have access to a broad and balanced curriculum and that all statutory requirements are met;
- Involvement in all staffing processes including pay, staff appointments, performance management, suspension, disciplinary issues and dismissal, grievances;
- Looking after the well being and safeguarding of learners

How much time will I need to be a governor?

Governors will be required to attend at least three and usually six governing body meetings per year. The meetings are held in the school and last for around two hours, generally in the evening. There might be further meetings held and it is important that governors always try to attend. Governors will also be expected to join sub-committees to deal with specific issues and areas of work. This will involve extra meetings but is an opportunity to look at more detailed areas of school business such as Finance, Health and Safety, Curriculum etc.

How might it benefit me?

Please ensure all sections are completed fully

Being a governor can bring great satisfaction through the opportunity to make a difference to the effective running of a school. Governors work as a team in contributing knowledge and expertise and making collective decisions for the school. As a governor you acquire transferable skills and experience that can benefit you both personally and professionally. Free training is also provided each term on a number of subjects essential to support you in your role and is arranged by the Local Authority.

Please complete the application form and return it to LlywodraethwyrL5@hwbcymru.net . If you would like to discuss your application further, please contact the Chair, Wyn Griffiths on 07785 355 552

Personal Details

Title:		Surname:		First Names:	
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Home Contact Details		Work Contact Details (where applicable)	
Address:		Employer Name & Address:	
Post Code		Post Code	
Telephone Number:		Telephone Number:	
Mobile Number:		Extension	
E-mail:		E-mail:	

Job title/ brief description (where applicable):	Error! Not a valid bookmark self-reference. Please feel free to attach a CV instead of completing this section. As part of our Safer Recruitment Process please ensure there are no unexplained gaps in your employment history.
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Details of Previous Employment, Education and Training	Please feel free to attach a CV instead of completing this section
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Please ensure all sections are completed fully

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Have you been a governor in the past? If so, at which school(s) were you a governor and when did your term of office end?

Have you ever been disqualified or suspended from a governing body? If so, please provide details:

Do you have any links or association with Cardiff schools? If so, please provide details:

Are you a Welsh speaker?	Yes	No

Please ensure all sections are completed fully

Please explain why you want to be a governor and what you can bring to the role. This statement should be between 100 and 200 words.

Please ensure all sections are completed fully

Which of these skills, knowledge and experience, that are helpful to governing Bodies, are you able to offer?

Generic skills, knowledge and experience	Basic	moderate	extensive
Chairing meetings			
Challenging procedures			
Coaching/mentoring			
Communication			
Community relations			
Complaints/grievance/appeals			
Data analysis			
Decision making			
Governance			
Leadership			
Monitoring decisions/outcomes/performance			
Negotiation/mediating			
Performance Management			
Self evaluation			
Staff recruitment			
Strategic planning			
Specialist skills, knowledge and experience	Basic	moderate	extensive
Equalities			
Expressive Arts			
Financial management			
Fundraising			
Health & Safety			
Health and Well-being			
Human resources			
ICT & Digital			
Inclusion/Additional Learning Needs			
Languages, Literacy and Communication			
Law			
PR and Marketing			
Premises/facility management			
Procurement/purchasing			
Project management			
Safeguarding			
Sales/retail/services			
School improvement			
Science and Technology			
Teaching and Learning			
Volunteering			

Please provide details of any other experience that you feel is relevant to your application.

Please ensure all sections are completed fully

I have read the expectations and responsibilities (page 8) of a governor/governing body and wish to add the following in support of my application:

Please provide the contact details for two people whom we may ask to provide a reference for you (it is not appropriate to suggest family members or friends)

Name	Name
Address	Address
Telephone	Telephone
email	email
In what context does this person know you?	In what context does this person know you?

Please sign below to confirm that you:

- have read and understood the expectations and responsibilities of a governor/governing body;
- are willing to undertake both mandatory and appropriate training to gain a full understanding of the role, and to keep up to date during your term of office;
- understand that you will be requested to make an application for a Disclosure and Barring Service certificate;
- are eligible to become a governor and the exceptions detailed on page 9 do not apply to you;
- agree that the information you give on this form can be recorded and used by the Local Authority in accordance with the Data Protection Act.

Please sign, or insert name to confirm your agreement:	x	Date:
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The data collected in this form will be used for recruitment and appointment purposes. It will be shared with officers of the Council, members of the LA Governor Panel and on appointment with the Headteacher, Chair and Clerk of your preferred school(s) and will be processed in line with the requirements of the Data Protection Act 2018. For further information on how we process your personal data please refer to our Privacy Policy.

Once appointed this form will be destroyed at the end of your term of office or after one year if unsuccessful in securing a governor position.

Please contact the Data Protection Officer for further information:

Data Protection Officer, Information Governance Team, County Hall, Cardiff, CF10 4UW
dataprotection@cardiff.gov.uk

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Expectations of school governors:

- Demonstrable interest in education and understanding of the importance of education in the lives of children and young people;
- An ability to offer and share skills and expertise and work as part of a team;
- An ability to act in a critical friend role, providing support and challenge;
- An interest in the local community within which the school is situated
- a commitment to invest the time required to prepare for and attend all meetings, and follow up actions;
- a willingness to undertake the necessary training and to keep up to date;
- able to spend time getting to know the school through link governor visits/learning walks;
- respect confidentiality at all times;
- excellent communication skills, tact and diplomacy;
- abide by your Governing Body's Code of Conduct/Governors Wales Principles of Conduct.

The Governing Body's core responsibilities:

- ❑ **Standards** – ensuring a strategic and systematic approach to promoting high standards of educational achievement, attendance and behaviour, including the rigorous review of published performance data;
- ❑ **Targets** – acting as a “critical friend” setting targets by which progress for pupil achievement and outcomes can be measured;
- ❑ **Curriculum** – ensuring all learners have access to a broad and balanced curriculum and that all statutory requirements are met;
- ❑ **Determining the aims, policies and priorities of the school** – involvement in the School Improvement Plan, School Self Evaluation and renewal and approval of statutory policies and documents;
- ❑ **Finance** – determining and monitoring the school budget
- ❑ **Staffing** – deciding the number of staff and involvement in all staffing processes including pay, staff appointments, performance management, suspension, disciplinary issues and dismissal, grievances;
- ❑ **Providing parents with information** – Annual Report to Parents, School Prospectus and meetings requested by parents;
- ❑ **Inspection preparation and follow up** – including producing an action plan and monitoring progress following an Estyn Inspection;
- ❑ **The well being and safeguarding of learners including the promotion of Healthy Eating;**
- ❑ **Awareness of the Governing Body's responsibilities in equality matters and where to seek advice;**
- ❑ **Evaluation of the Governing Body's own performance as and when required.**

Training

New governors are required to attend an induction session and data training within 12 months of appointment. This training is provided by the Local Authority and details of this are provided on appointment. Training is also provided each term on a number of subjects essential to support you in your role and full details of this are issued by the Local Authority.

Who can serve as a school governor?

Anyone over 18 years of age can serve as a governor, but the Government of Maintained Schools (Wales) Regulations 2005 provides some exceptions.

You will not be eligible to become a governor or continue to hold office as a governor if any of the following statements apply to you:

1. I am intending to apply for an additional governor position at the school at which I am already a governor;
2. I am already a governor at two schools;
3. I am the governing body clerk at the school for which I am applying;
4. I have been disqualified to serve as a governor at the school for which I am applying during the last 12 months for non-attendance;
5. I am subject to a bankruptcy restriction order or an interim order;
6. I have had my estate sequestrated and the sequestration order has not been discharged, annulled or rescinded;
7. I am subject to:
 - i. A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - ii. A disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - iii. A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - iv. An order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court Administration Order)
8. I have been removed from the office of charity trustees or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from participating in the management or control of any body;
9. I am included in the list of people whose employment is prohibited or restricted under Section 1 of the Protection of Children Act 1999;
10. I am disqualified from working with children or am the subject of a direction by the Welsh Government under section 142 of the Education Act 2002;
11. I have been disqualified from being the proprietor of an independent school;
12. I have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
13. I have received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
14. I have at any time received a prison sentence of five years or more;
15. I have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor;
16. I refuse a request at anytime by a governing body to make an application to the Disclosure and Barring Service for a Disclosure and Barring Certificate (DBS Check) formerly known as CRB Check.

If you would like to discuss your eligibility further please contact Governor Support Services on 029 20873760/ 029 20872913