



Once you've registered with Inspiring Governance you will start to get messages from schools who'd like to talk to you about joining their governing board.

While the role is voluntary it is an important one and boards will want to make sure you are the right person for them and it is equally important that you make sure that school and governing board is right for you too. The interview process is an important means for each party to check this out.

Here are some tips to help you prepare

Before the interview

It is highly likely you will have an initial telephone conversation with whoever is responsible for recruiting new board members (usually the chair or the clerk). Use this conversation to find out if you meet their basic requirements. Check out the following:

- What are they looking for in a new governor e.g. what skills they already have and what gaps there are they are looking to fill?
- What time and day of the week does the board meet?
- What time commitment do they expect? Not just for full board meetings but also any sub committees, preparation, training and visits to the school during the school day.
- Do they have a governor role description (you may find this on the website)?

Governor role description (if the school doesn't have one the National Governance Association has a generic one on their website). Familiarise yourself with what the role entails and consider where you are a good fit and where you may need additional support and/or training.

Make notes of what you have to offer and any questions you want to ask beforehand and take them to the interview with you so you don't forget anything.

Find out as much about the school as you can. If you know families who send their children there talk to them. Check out the school's website which will have a lot of very useful information including their last Ofsted inspection report, the school performance tables and their results. Information about Pupil Premium, the fund to support specific groups of children who are vulnerable to possible underachievement, will also be on the website and this will give you an idea about the needs of pupils attending the school.

Make sure you are familiar with the school's values, vision and ethos and that these fit with yours.

Prepare to answer questions about what you will bring to the Governing Board:

- **Personal Attributes.** There are attributes the board will be looking for so consider where your strengths lie and be prepared to talk about them. Boards are looking for people who are: Committed, Confident, Curious, Challenging, Collaborative, Critical and Creative.
- **Professional Skills.** Consider what professional skills you have that the governing board may find valuable and be prepared to talk about them giving examples.
- **Motivation.** Expect to be asked about what motivates you to become a school governor so give your answer to this question some thought before your interview.

During the interview

- **Don't** be afraid to ask your own questions. Interviews are a two-way process and it is important that you find out if the board will be a good fit for you.
- **Show** you have researched the school to demonstrate your interest and commitment.

- **Ask** what training and support is available for new governors. Find out if you will have a mentor to help you through the first months in the role.
- **Ask** what the process is for electing new members and what checks they will be carrying out. Most boards will ask a potential new governor to observe one meeting before making up their mind. This is a good idea as you will meet the whole board and see it in action.

After the Interview

- **Hopefully** the recruitment process will be a positive one and you will be keen to join the board. However, remember, there is no obligation to accept a position that doesn't meet your skills or interests. Lots of schools need people for their boards so there will be one that is a better fit for you. If you decide not to continue do make sure you let the recruiter know.
- **If** you choose to accept a position on the board, confirm it in writing and arrange to take in your proof of ID and complete the Enhanced DBS.
- **Ask** the person who recruited you through our service to let us know so that we can start your support package as soon as possible.

Good luck.