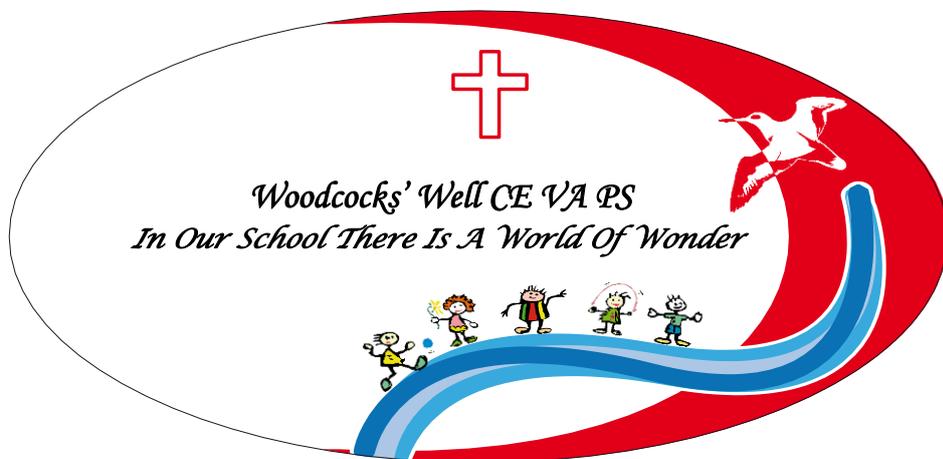


Headteacher:

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Parent Governor Vacancies

12th September 2018

Dear Parents,

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of parent governors, staff governors, foundation governors and co-opted governors.

A vacancy has arisen for a parent governor on our governing body. The governing body is asking you to nominate someone with parental responsibility for a child at the school. If more than one nomination is received, then a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body and will be considered as part of the election process. If you are someone with the required experience, would you consider applying? Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our governing body expects governors to:

- attend termly meetings of the full governing body
- sit on a governor sub-committee and attend the meetings which are usually once a term
- visit the school formally for monitoring purposes at least once a year
- visit the school informally at least once a year
- commit to attend training courses, perform additional research as required and take part in monitoring in at least one area within the school
- be willing to take on responsibility for monitoring school development and progress
- hold a clean DBS certificate

In return, our governing body commits to

- provide you with a structured induction

- provide access to quality training
- provide you with an experienced governor as mentor
- provide informal feedback on your contribution to the governing body

Included with this letter is useful information about the role of a Governor and the skills the Governing Body ideally requires. If you would like to find out more about how you can contribute to governance at our school, please email me with your contact details and I will arrange a time for a conversation with myself or a member of the Governing Body. You might also like to look at the information for prospective governors on the Department for Education website:

<http://www.education.gov.uk/schools/leadership/governance/becomingagovernor/rolesandresponsibilities/a0056625/the-role-of-governor-within-the-governing-body>.

Please note that for the protection of children all governor appointments are subject to a vetting process and identity check.

If you would like to put yourself forward as a candidate, please complete and return the attached documents to me by **26th September 2018**. Your nomination should be accompanied by a short personal statement which should include:

- evidence of the extent to which you possess the skills and experience the governing body desires;
- your commitment to undertake training to acquire or develop the skills to be an effective governor;
- if seeking re-election, details of your contribution to the work of the governing body during their previous term of office; and
- how you plan to contribute to the future work of the governing body.

Please also return the completed 'School Governor Eligibility Declaration Form'.

If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

If there are more nominations than vacancies, an election will be held on **3rd October 2018** and you will be sent a voting paper. You may return the ballot paper either via your child or by post.

Yours sincerely

Julie Massen
Head teacher

Attached: Nomination form, Eligibility Self Declaration Form, Information about Governors docs, Confidentiality and Code of Conduct Policies.