



Dear Parent/Carer,

## **PARENT GOVERNOR ELECTION**

I am writing to invite you to stand for election as a parent governor or nominate another parent to do so. In our school we have provision for two parent governors and there is currently one vacancy.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Parent governors do not need to be experts in the field of education what they do need is an interest in the school and in the welfare of all our pupils plus the time and willingness to get involved. Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community. We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

In looking to fill this vacancy the governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the governing body:

- Financial and premises expertise.
- A wide variety of other skills are very welcome.

If you are interested in becoming a Parent Governor but feel a little daunted by the responsibility you may be taking on, please contact Mrs Thomas who will be happy to discuss the responsibilities with you.

Training and support will be available to help you develop into the role, this will include in-house mentoring and access to external governor training. This governing board has an expectation that those new to being a governor, attend free induction training and ongoing training offered by the Local Authority.

### **Your Commitment**

If you become a Governor you will be taking on the following commitments to help make sure the school is well managed:

- Share the responsibilities of the Governing Board as summarised above.
- Attend and participate in meetings on a regular basis – Governors attend four Full Governing Board meetings

- Be a member of a committee which usually meet about 3 times a year each. Meetings normally last no longer than two hours
- Commit to attend appropriate training courses
- You may also be invited to sit on appointment or other panels
- Visit the school formally for monitoring purposes once a term

You will be required to sign the Governing Body's code of practice, and to apply for a DBS enhanced disclosure.

In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority, are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the electronic form emailed to you today, no later than Wednesday 25<sup>th</sup> October. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies, an election will take place by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

Chris Quinton  
Chair of Governors