

5th January 2018

Dear Parent/Carer

PARENT GOVERNOR ELECTION

I am writing to inform you that we have two parent governor vacancies due to the terms of office ending for our current governors. I would like to invite you to stand for election as a parent governor, or nominate another parent to do so.

The governing body with the Executive Headteacher and Head of School, has considerable responsibility for the school. Governing bodies have three core strategic functions:

- ensuring clarity of vision, ethos and strategic direction;
- holding the Executive Headteacher and Head of School 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.

Any parent (or carer) with a child on register at the school, including the nursery, is eligible to become a parent governor. It is most important that parents are fully represented and I therefore ask that you give careful consideration to either putting your own name forward as a candidate or to nominating another parent as a candidate, if they are willing to be nominated.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome nominations from parents who have experience in areas such as business, finance, education or human resource skills. Training is available for all governors and this governing body has an expectation that those new to being a governor attend induction training.

Being a Governor does require a commitment to the school and attendance at meetings is vital. The full Governing Body meets 4-6 times year, usually on a Thursday evening 6-8pm. There are also committee meetings 3-4 times a year which usually take place at approximately 8.30-10am. Governors are expected to support school events and also visit school to undertake tasks at least once a year.

The enclosed Declaration of Eligibility summarises the circumstances under which someone cannot serve as a governor. 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.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than **1pm on Monday 22nd January 2018**. You must also include a short personal statement to support your nomination, which should be no longer than 250 words. Please note that self nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If we receive more than two nominations, a ballot will be held so that all parents can choose who will represent them on the governing body. If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours sincerely

Annette Patterson
Head of School