

Wednesday 23<sup>rd</sup> January 2019

Dear Parents and Carers,

### **Parent Governor Vacancy**

A vacancy has arisen for a parent governor on our governing body.

Parent Governors play an important role as members of the governing body, which is responsible for directing the conduct of the school and for promoting high standards of educational achievement. 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 school has high expectations of the time and commitment required from its governors in order to effectively fulfil their roles. More information about the role of school governor can be found attached.

If you are interested in becoming a Parent Governor but feel a little daunted by the responsibility you may be taking on, remember that training will be available, and you will always act as part of a team. 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 willingness to get involved. The skills you have can be very useful to the governing body.

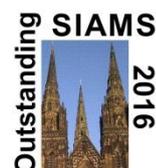
Full details of the appointment process can be found below. If you would like to stand for election please arrange for the attached nomination form (copies are also available at the school office) to be completed and returned to the school not later than **12 noon on Monday 11<sup>th</sup> February 2019.**

Please do not hesitate to contact me if you would like to know more about the role of a Parent Governor or the appointment process.

Yours sincerely,

*M Prince*

Mrs M Prince  
Business Manager



## Process for Selection and Appointment of Parent Governors

- As the parent, carer or other person with parental responsibility for a student at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the Parent Governor vacancy you will need to find two other parents/carers willing to propose and second your nomination. You will need to ask them to complete and sign the nomination form.
- If more parents want to become Governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a Parent Governor to not exceed 100 words. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a Governor your term of office will be 4 years. You can resign at any time. If your child leaves the school you can continue as a Governor until the end of your term of office.
- The enclosed nomination form must be returned to the school by **12 noon on Monday 11th February 2019**.
- If you are elected you will be required to apply for a Disclosure and Barring Service (DBS) enhanced disclosure.

