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October 31<sup>st</sup> 2022

Dear Parents/Carers,

### Election of Parent Governors

I am writing to invite you to consider standing for election as a Parent Governor for this school; we currently have one Parent Governor vacancy.

Every Local Authority Maintained school has a Governing Body, which includes a number of categories of Governors including Parent Governors. Parent Governors are elected to serve for a period of 4 years, though they may resign at any time.

Together with the Headteacher, the Governing Body has overall responsibility for the running of the school; amongst many duties, Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. As parents, you are able to provide a valuable perspective. No special qualifications are needed, the most important thing is to have a keen interest in the school and be prepared to give some time to play an active part in the Governing Body's work. In order to support Governors in their work, full training is provided at no cost to the individual.

The Governing Body has 3 core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

(Governance Handbook)

In our school we have 2 Parent Governors who serve for a term of office of 4 years. The full Governing Body normally meets once a term. In addition, there may be Committee meetings held each term. Governors are required to have a DBS check completed upon appointment.

If you would like to stand for election, please complete the attached form and return it to me within 10 school days, i.e., by **Friday November 11<sup>th</sup> 2022**.

You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a Parent Governor, your skills and the contribution you believe you could make to the Governing Body.



If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be elected as Parent Governors, subject to a satisfactory DBS check; if there are more nominations than vacancies, a ballot will be held and copies of the personal statements will be sent to all parents; 10 school days will be allowed for the return of ballot papers.

I do hope you will consider standing as a Governor or perhaps nominating another parent/carer (please ensure they are aware of your intentions; you should also obtain their signature on the nomination form).

If you would like more information about being a School Governor, please contact a member of our Governing Body or myself via the school office. Hard copies of the forms are also available from the school office.

Yours sincerely

A handwritten signature in blue ink that reads "A. Higgins". The signature is written in a cursive style and is positioned above the typed name "Headteacher".

Headteacher

Attached with letter: Parent Governor Election-Nomination Form & Indicative School Governance Qualifications and Disqualifications