



11 November 2021

Dear Parent/Carer,

There is one vacancy for a parent governor on our school's governing board and I am writing to invite nominations to fill the vacancy.

Parent governors are elected by and from other parents and are vital to our board of governors. They share equally with other governors the responsibility for carrying out the board's wide range of responsibilities and play an important role as members of the governing board, which is responsible for promoting high standards of educational achievement. The term of office for parent governors as determined by the governing board is four years.

Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert in education to be a school governor, and we value the experience that all governors bring to the role. Training is available for all governors and those new to being a governor are encouraged to attend induction training. It is important parent governors have a keen interest in the school, are prepared to play an active part in the boards' work, regularly attend board meetings and are willing to attend governor training. Information on the document attached provides brief details of the role of governors.

We would particularly welcome nominations from parents and grandparents. If you would like to stand for election, please arrange for the enclosed nomination form to be completed and returned to the school not later than **Tuesday 23 November 2021**

Nominations must be from parents/grandparents or carers with children at the school on the day that nominations close. Parents/grandparents/carers putting their names forward are invited to provide a brief personal statement limited to not more than **60** words identifying your suitability for the position. If a ballot is needed this statement will be copied and sent to the other parents at the school with the ballot paper. Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

Appendix B summarises the qualifications to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason. Additionally, it is a requirement that all governors must hold an enhanced Disclosure and Barring Service (DBS) certificate.

On the closing date for the receipt of nominations, where the number of candidates is the same as or fewer than the number of vacancies, all candidates will be duly elected unopposed. If, however, there are more candidates than vacancies, an election by secret ballot will be held and voting papers will be sent to all parents/guardians in the school with details of the ballot procedure.

If you would like to know a little more about becoming a parent governor, you are welcome to contact Mrs S Gilbert or our Chair of Governors, Mr Alan Smith

Yours sincerely,

Miss A Nuttall
Head Teacher