



Monday 14th October 2019

Dear Parents / Carers,

Can you help shape the future of our school?

We need parents of pupils registered at the school to make a difference in our school's community by becoming parent governors. We currently have 1 vacancy for a parent governor on the governing body.

Your voice as a parent is very important to our school and it is vital that the governing body has good representation by our parents among its membership.

In order to compliment the skills of the governing body, applicants with the following qualities and skills would be particularly welcome:

- Health and safety
- HR
- Knowledge and understanding of the local area
- Positive relationships within the school community
- The ability to communicate positively

What does a parent governor do?

Once elected or appointed for a term of four years, (unless a shorter term is set) a parent governor takes on the role of a school governor, a public volunteer. All governors are equal, no category of governor is any more important or influential than any other.

As part of the governing body, governors are the strategic leaders of our schools and have a vital role to play in making sure every child gets the best possible education and opportunities from our school. All governors must ensure that the governing body has a strong focus on their 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.
- Operational matters and the day to day running of the school are the responsibilities of the Headteacher and school staff. Governors respect the Headteacher's position as the professional leader of the school.

All governors have a right to take part in discussion on all items, put items on the agenda and so on. The only exceptions to this general rule occur where the child of the parent governor concerned is being discussed or the individual governor has some other direct personal interest in the matter, for example a financial or employment interest which is

greater than that of the other governors. You would be expected to abide by the governors' code of practice (copy available on request).

Parent governors need to be aware that they share a collective responsibility with other governors and can never act alone unless they have the express approval of the full governing body. They are not there to override existing school systems, for example, relating to individual parental complaints. Parent governors cannot be directed to vote in any particular way at meetings. They must vote according to what they believe is in the best interests of the school as a whole.

We are seeking parents who have a real willingness to help, who can listen carefully, read important documents, ask questions, attend training and be able to actively contribute at meetings.

If you can spare approximately four - eight hours a month then please consider nominating yourself for this interesting voluntary role.

What can you offer as a parent governor?

- Enthusiasm, time and commitment.
- Your local knowledge will be valuable: you will have a feel for what is important to people.
- Any professional or other skills you may have will be very helpful.
- An openness to learning and change, and wanting to make a difference.
- Governors also provide objectivity in debate and decision-making and can add further and different perspectives to school matters.

What are the benefits?

- Being a school governor is a privilege – you are a small but very important part in an educational system with a very long history.
- The knowledge that you have played a part in improving local children's education and supported the school's staff.
- A chance to develop new skills, to practice and strengthen existing ones, such as chairing a meeting, researching or leading on a key school issue.
- The opportunity to work as part of a team to make a real difference in the community.
- The opportunity to meet new people from all walks of life whom you probably would not have otherwise encountered.
- Knowing that the decisions you collectively make will have a huge impact on children's lives.
- You develop as a person and may even find that your experiences as a governor influence future career and life choices.

If you are interested, here's what you should do ...

1. Please check that you are eligible to stand as a parent governor. The definition of "parent" includes:

all natural parents, whether they are married or not: and
any person who, although not a natural parent, has parental responsibility for a child or young person; and
"Parent" is defined as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. The reference in the

definition must be to someone involved in the full-time care of the child on a settled basis.

There are some criteria which can disqualify you from serving as any type of governor. This list is given in the nomination form. If you are applying, then you must confirm that you are not disqualified by those criteria.

2. Please download the information documents and nomination form from our school website or request a hard copy of the documents from the school office. Please note that these documents will be available from 15.10.19. Electronic versions of the documents can also be emailed to you by request. Once the nomination form has been completed, please arrange for the form to be countersigned by a proposer.
3. ***Please ensure that your completed nomination form is returned to the school by 9am on Tuesday 29th October 2019.*** There will be a Nomination Box in the school Reception area for the collection of nominations from Wednesday 16th October until Tuesday 29th October 2019.

What happens after the nomination deadline has passed?

Any nominations received after the deadline will not be accepted.

If the school receives more nominations than there are vacancies, then we will hold an election and parents will be asked to take part in a secret ballot to vote for the candidate(s) they feel would be most suitable as a parent governor. The personal statement of up to 100 words you supply as part of your nomination will be circulated to parents to help them decide who to vote for.

If the school receives the same amount of nominations as there are vacancies, then those nominees are deemed to be 'elected unopposed' and become parent governors without the need for an election.

If no parents nominate themselves by the deadline given above, then the governing body become responsible for appointing parent governors to fill the vacancies. If they can't find volunteers at our school then they may seek parent volunteers from other schools.

If an election needs to take place then I will inform all nominees personally, and all parents in writing, providing the details of how to vote and the deadline for doing so.

If there are any questions or you need further information, please let me know as soon as possible.

Yours faithfully,

N Rezai

Natasha Rezai
Headteacher