

December 2020

Dear Parent,

ELECTION OF PARENTS TO THE SCHOOL'S GOVERNING BODY

The Governing Body is responsible for both the conduct of the School and for promoting high standards. The Governing Body undertakes 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 Governing Body of the School currently has vacancies for Parent Governors. I am writing to invite nominations of parents interested in standing for election to fill these vacancies. Every parent of a registered pupil at the School is entitled to stand for election except someone who is

- an elected member of the Council;
- paid to work at the School for more than 500 hours in a 12 month period.

If you wish to stand for election could you please let me know in writing by **Friday 8th January 2021**.

Before you decide to put your name forward, you may wish to know a little more about what is involved. Governors' responsibilities include consideration and agreement of the aims and policies of the school, discussion and approval of the targets for improvement, appointment of senior members of staff, setting and monitoring the budget, monitoring the performance of the school and reporting to the parents and community on how they have accomplished their tasks. Governors are expected to attend termly Governing Body meetings, regularly visit the School for monitoring purposes and undertake relevant identified training. Governors need not be experts in the field of education. They need to have an interest in the School and in the welfare of the pupils and the time and willingness to become involved. The skills you have can be very useful to the Governing Body. If you have the required interest and willingness, would you consider applying?

If the number of candidates is greater than the number of parent governor vacancies then a ballot will be necessary. In this instance you will be sent details of the candidates and a ballot paper on which to record your votes. Should a ballot be necessary, the candidate may if s/he wishes write a brief description of themselves, in not more than 200 words, for circulation with the ballot papers.

All prospective candidates should contact the School to request the 'Declaration of Eligibility Form' which they should read, sign and return to the School to state that none of the information applies to them.

Depending on Governing Body agreed arrangements the successful candidate will be required to have a DBS check. As this position is exempt from The Rehabilitation of Offenders Act 1974 you will be required to declare all unspent and spent cautions and criminal offences, including any pending convictions. The disclosure of a criminal record or other information will not necessarily debar you from volunteering as a governor. This will depend on the nature of the position and the circumstances, nature and background of your offence(s).

Parent Governors have an important role to play in representing parents' views on the Governing Body. I hope that you will take advantage of this opportunity to become involved in the School.

If you would like to find out more about how you can contribute to governance at the School, please forward your contact details and I will arrange for a Governor to contact you.

Yours faithfully,

Sue Tripp
CEO