



22nd January 2016

Dear Parents and Carers

Parent Governor Election

This letter invites parents and carers of pupils at this school to consider standing for election as a parent governor. We currently have a vacancy for one parent governor which we need to fill as soon as possible.

School governing bodies must have at least two parent governors, who are elected by and from the parents of pupils currently attending their school. Parent governors serve a four year term of office and bring a very important and valued perspective to the work of the governing body.

Before you decide, you may want to know more about what is involved. Experience has shown that governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn. Governors need not be experts in the field of education; the skills you have can be very useful to the governing body. At the moment the governing body could be strengthened by recruiting governors who have expertise in finance. If you are someone with the desired skills or relevant experience, would you consider applying? Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information.

Our governing body expects governors to:

- attend termly meetings of the full governing body;
- sit on committee and attend the meetings which are usually three times per year;
- visit the school formally for monitoring purposes;
- visit the school informally;
- commit to attend induction training and other relevant training courses.

In return, our governing body commits to:

- provide you with a structured induction;
- provide access to quality training;
- provide you with an experienced governor as mentor;
- provide informal feedback on your contribution to the governing body on a bi-annual basis.

Please note that for the protection of children governor appointments are subject to an identity check. We may also require governors to also undertake a Disclosure and Barring check (DBS). Before submitting a nomination please ensure that you have read and understood the Qualifications and Disqualifications regulations and that you know of no reason why you would be disqualified from holding the office of School Governor under the terms of these regulations.

[http://www.southglosgovernors.org/content/RoleOfTheGovernor/ClerkToGovernors/index.htm#Eligibility / Qualifications and Disqualification Documents](http://www.southglosgovernors.org/content/RoleOfTheGovernor/ClerkToGovernors/index.htm#Eligibility%20Qualifications%20and%20Disqualification%20Documents)

If you would like to put yourself forward as a candidate, please complete and return the attached documents to the school by 4pm on Friday 5th February 2016.

Your nomination should be accompanied by a succinct personal statement which should include:

- evidence of the extent to which you possess the skills and experience the governing body desires;
- your commitment to undertake training to acquire or develop the skills to be an effective governor;
- if seeking re-election, details of your contribution to the work of the governing body during your previous term of office; and
- how you plan to contribute to the future work of the governing body.

If there are more nominations than vacancies, an election will be held and you will be sent a voting paper. You may return the ballot paper either via your child or by post. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely



Andy Spens

Headteacher / Returning Officer