



Executive Head Teacher: Mr Paul Smith

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17 April 2024

Parent Governor Vacancy

Dear Parent/Guardian

This letter invites Parents/Guardians of pupils at this school to consider standing for election as a parent governor. There is currently a vacancy for a parent governor which we need to fill as soon as possible.

School governing boards must have at least 2 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 board.

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 board. At the moment the governing board could be strengthened by recruiting governors who have expertise in:

- Finance
- Premises/facilities management
- Human Resources
- General knowledge or experience of being a governor/trustee in another school.
- Being a board member in another sector.
- Experience of strategic planning and translating a vision into clear objectives.

If you are someone with the desired skills or relevant experience, would you consider applying? If you don't have those skills we are still keen to hear from you, 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 board expects governors to:

- attend six termly meetings of the full governing board;
- sit on a subcommittee and attend the meetings which are usually once a term;
- visit the school formally for monitoring purposes at least twice a year;
- commit to attend induction training and other relevant training courses.

In return, our governing board 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 board on a bi-annual basis.

This works out at around eight to ten hours commitment a term. Being a school governor is a voluntary role. Your employer may give you time off to support school governor activities – but they do not have to pay you for it. Check with your management or HR department.

You can find out more at: [Be a school governor or trustee - National Governance Association \(nga.org.uk\)](https://www.nga.org.uk/governor)

Please note that all governor appointments are subject to an enhanced criminal records check in addition to the Qualifications and Disqualifications Regulations which can be viewed on Integra Schools, Governor Services website.

<https://www.sgsts.org.uk/governor/SitePages/Governor%20Recruitment.aspx>

If you would like to put yourself forward as a candidate, please complete and return the attached documents to the school by 1 May 2024 at 3pm.

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 board 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 board during their previous term of office; and
- how you plan to contribute to the future work of the governing board.

If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

If there are more nominations than vacancies, an election will be held and you will be sent a voting paper.

Yours sincerely



Mr Paul Smith
Executive Headteacher (Returning Officer)



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NOMINATION FOR PARENT GOVERNOR

Completed nomination must be returned to the school by 3pm on Wednesday 1 May 2024

To the Returning Officer at St Peter's Primary School

We the undersigned, being the parents/guardians of children attending the school, wish to nominate (self nomination is acceptable):

Name

Address

.....

as a Parent Governor of the above named school.

SignedName Proposer

SignedName..... Seconder

Date

The person nominated should:

- (a) sign this form in order to show their willingness to stand as a candidate, should an election be required, and to serve as a Governor.
- (b) if they wish it included on the voting paper, submit with this form a brief description of themselves. This description should not exceed 50 words and will be returned if it does.

I, the nominee, have read and understood the Qualifications and Disqualifications Regulations and understand that an enhanced criminal records check will be completed if successful. I confirm that I qualify as a candidate and am willing to be nominated and to stand for election as a parent governor.

Signed

Date

CANDIDATE STATEMENT FORM

(Please ensure that your candidate statement is no more than 50 words)