July 2014

Dear Parent/Carer,

**PARENT GOVERNOR ELECTION**

Nominations are now being sought for 2 elected parent governors. You are invited to stand for election as a parent governor, or nominate another parent to do so.

The governing body, with the head teacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

* Ensuring clarity of vision, ethos and strategic direction;
* Holding the head teacher 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.

We have one vacancy on the Finance & Buildings Committee and one vacancy on the Standards Committee. Whilst no special qualifications are needed, we would particularly welcome nominations from parents with key skills and experience within one of those areas. You are not required to have skills and experience in *all* of the aspects and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body’s work.

*Finance & Buildings Committee*

* Financial management/ accountancy
* Procurement/ purchasing
* Premises and facilities management
* Health and Safety

*Standards Committee*

* School Assessment Data/ RAISE Online
* Curriculum Key Stage 3 and 4
* Teaching and pedagogy
* Primary/ Secondary Schools/ Further Education/ Higher Education

All applicants are required to complete the enclosed skills profile and submit this with their nomination form.

Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training and continuous development.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than **Thursday 4th September 2014**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their consent prior to nominating.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Further information about the Governing Body can be found on the school website, under the school information section.

Yours faithfully,

Miss Jane Morris

Returning Officer

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Role Profile for School Governor

Skills Profile

Nomination Form

Qualifications and disqualifications to serve as a school governor