

Dear Parent(s)/Guardian(s)

Parent Governor Vacancy at Alexander Hosea Primary School

This letter invites Parent(s)/Guardian(s) of pupils at this school to consider standing for election as a parent governor. We currently have a vacancy for 1 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 4 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. 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 board expects governors to:

- Attend 5 termly meetings of the full governing board (mostly evenings, with one of Governors' Day);
- Sit on either 'Teaching & Learning'; 'Premises & Finance' or 'Staffing and Finance' committee (depending on skillset and interest) and attend the meetings which are usually once a term (5 a year – within the school day for most committees);
- Visit the school formally for monitoring purposes at least once a term/year;
- Visit the school informally at least once a year;
- Commit to attend induction training and other relevant training courses;
- Adhere to the Governor's Code of Conduct to act in the best interest of the school and respect confidentiality.

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.

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 **14th June 2019 at 12:00.**

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. You may return the ballot paper either via your child or by post.

Yours sincerely

Mrs Debbie Williams

Headteacher or (Returning Officer)