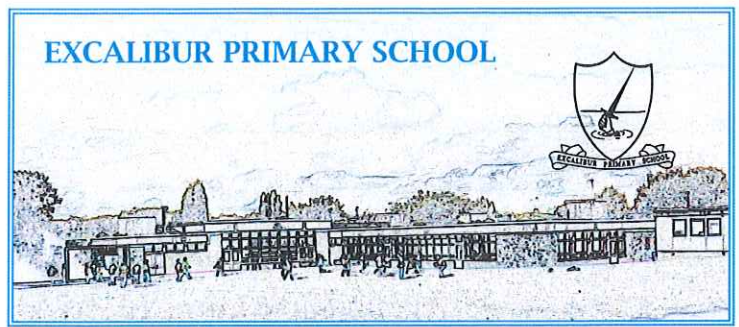


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Headteacher: Lise Houldsworth



8<sup>th</sup> January 2016

Dear Parents/Carers,

### Nominations for Parent Governors

I am writing to advise you that there is a vacancy for 1 parent governor on the school's Governing Body and to invite parents/carers, with parental responsibility, who are interested in taking up this role to put their names forward, or to nominate another parent. If you nominate a fellow parent please ensure the parent countersigns the attached nomination paper.

Our parent governors are very valuable members of the governing body, we rely on them to help us to keep in touch with what parents are thinking. As a school governor you will hold office for a period of four years, even if your child leaves the school during this time.

The Governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and 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. Their duties include management of the school budget, school effectiveness, raising the standards of pupil achievement, planning the school's future direction and involvement in a variety of personnel and pupil issues. They are accountable for the performance of the school to parents and the wider community. The governing body of our school is made up of parent, staff, co-opted, local authority and foundation governors.

Before you nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills that you have can be very useful to the governing body. Governors also need to have '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



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different types of information. All governors are expected to be able to read a straightforward budget report and data on school standards.

Our governing body expects governors to:

- attend one termly meeting of the full governing body
- sit on at least one committee and attend the meetings of that committee which are usually one a term
- visit the school for monitoring purposes at least three times a year
- commit to attend training courses and perform additional research as required.

This year, meetings will be held on a Wednesday at 5pm or 5.30pm at school. In return, our governing body commits to:

- provide you with a structured induction
- provide online access to training through Governornet
- provide access to quality training through Cheshire East Council
- provide you with an experience governor as a mentor

In line with good practice, all school governors may be subject to a DBS. We would draw your attention to the reverse of the nomination form - Declaration of Eligibility which lists the criteria for qualifications and disqualifications.

All nominations should be sent into the school office by Friday 22<sup>nd</sup> January by 1pm. Every nomination must be signed.

An election will be held if more than one nomination is received. If you wish you can include a few details about yourself and why you would like to become a governor (not exceeding 60 words). This will then be circulated to all parents to help them to decide who to vote for. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.

We wish to encourage parents to become school Governors. The role does require commitment, but can be hugely rewarding in terms of supporting and shaping the strategic direction of our school. Please feel free to chat to me further if you would like to know more.

Yours sincerely,  
Lise Houldsworth  
Head Teacher