

16th November 2021

Dear Parent

PARENT GOVERNOR VACANCY ON THE LOCAL ACADEMY BOARD

I am writing to you to invite you to stand for election as a parent governor on the Local Academy Board. In our school we have provision for 3 parent governors and there are currently two vacancies.

The Local Academy Board has three key functions:

- Understanding and promoting School's vision and ethos.
- Scrutiny and Challenge of achievement of targets, school improvement and pupil outcomes.
- Supporting and facilitating parental and community engagement.

No special qualifications are needed, and the most important thing is to have a keen interest in the school and be prepared to play an active part in the Local Academy Board's work. The main benefit you can gain from being a governor is a sense of satisfaction through involvement in the most important volunteering role in education. The collective support and challenge you make as a member of the Local Academy Board, will help shape the future of children at the school. Training is available for all governors.

All governors have the same roles and responsibilities; as a parent governor you would be a representative parent, not a representative of parents. The role and responsibilities of a governor are set out in further detail in the attached governor role description.

It should be noted that an elected Parent Governor is appointed for a four- year term and may continue in office even though their child may have left the school part way through their four year term of office.

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 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 **29th November 2021**. You may also include a short personal statement to support your nomination, which should be no longer than 500 words. You will then be invited to meet with the Chair of Governors and/or Headteacher who will provide information on the role and provide you with an opportunity to ask any questions.

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.

If you are in any doubt about your eligibility to stand for election, please contact the Returning Officer who will be able to supply you with further details.

If the number of candidates exceeds the number of vacancies, you will be sent voting slips and details about the electoral process via your child. The results of the election will be placed in the school Reception.

Any queries relating to this election should be made to the Returning Officer at the school.

Yours sincerely

Sally Holmes
Returning Officer