



4th November 2015

Dear Parents/Carers,

Parent Governor Vacancy

The governing body is responsible for both the conduct of the school and for promoting high standards. It carries out its role by setting the vision for the school and then 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.

A vacancy has arisen for a parent governor on our governing body. The governing body is asking you to either nominate yourself or someone with parental responsibility for a child in the school. If it receives more than one nomination, then a ballot will be held.

Governors need not be expertise 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 you have can be very useful to the governing body. At the moment the governing body is seeking governors who have expertise in special educational needs, communications or health. If you are someone with the required 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. All governors are expected to be able to read straightforward budget reports and data on school standards.

As a parent governor, elected by your fellow parents, your role will be to bring a parental prospective to decision making rather than to represent the parental community.

The Governing Body meets in the evenings at least three times a year, and all Governors are expected to join one of the two working committees: the Resources Committee or the Teaching and Learning Committee, which each meet at least once a term.



Additionally Governors are encouraged to visit the school periodically and observe policy in action either in the classroom, the playground or in and around the school generally.

The most important thing a Governor can do is to give freely of their time, and to be active and engage with the life of the school.

Anyone who is a parent of a pupil registered at the school is eligible to stand for election as a Parent Governor (unless they are either an elected member of the Local Authority or they are paid to work at the school for more than 500 hours in any consecutive twelve month period). Parents of pupils registered at the school may either nominate themselves or propose another parent for the election.

You will need to complete the attached nomination form and produce a Personal Statement, which will be circulated with the ballot papers. A proforma for the Personal Statement is attached. It would be helpful if the personal statements could be submitted with the nomination.

Completed nomination forms should be returned to the school office by 10am Friday 13th November. Any nomination forms returned after this time will not be included.

If you are nominated, I will be pleased to meet with you on Monday 16th November at 9.00am to outline the role of the governor and answer any questions you may have.

Yours faithfully,

Lucy Rodgers

Headteacher

GOVERNING BODY OF WOOD END INFANT SCHOOL

Parent Governor Elections:

NOMINATION PAPER

Nomination of Candidate for Parent Governor

I wish to nominate myself / other parent:

(Please print name)

If you are proposing another parent please complete below:

I confirm I am a parent of a registered pupil at Wood End Infant School

Signed:_____ Date:_____

(Please print name):_____ Child's class_____

If you are the nominee please sign below:

I confirm I am a parent* of a registered pupil at the school, that I accept the nomination and would not be disqualified from holding office as a governor of the school if elected.

I acknowledge that all new parent governors are required to complete a Disclosure and Barring Check (DBS)

Signed:_____ Date:_____

(Please print name):_____ Child's class_____

*NB: The Education Act 1996 extends the definition of "parent" to include others who have "parental responsibility" for, or care of, a child or young person.

Closing date for nominations: Friday 13th November 2015 at 10.00am
Please return to school office

Personal Statement for _____ (Name)

Why do you want to become a Governor at Wood End Infant School?

What do you think that Governors can bring to Wood End Infant School?

What are your interests in Education (i.e special educational needs, literacy)

What skills can you bring to the Governing Body (e.g. legal, finance)

Brief history of your career, life and background

Your contact details:

Email address: _____

Mobile phone number: _____