Dear Parent/Carer,

**PARENT GOVERNOR ELECTION**

We currently have a vacancy for a parent governor and I am writing to you to invite you to stand for election for, or nominate another parent to stand for this position

The governing body, with the headteacher, 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 headteacher 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.

No special qualifications are needed as 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. Training is available for all governors and this governing body has an expectation that those new to being a governor, attend free induction training.

The governing body meets at least once each half-term and we aim to keep meeting to 2 hours. There are currently also a number of additional meetings for governors relating to the proposed academisation of the school. Governors are expected to visit the school at least once a term during the school term.

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 14th March 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 prior consent.

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.

Yours sincerely,

Helen Roper

Returning Officer.