



St. Joseph's Catholic V A Primary School
Bristol Road
Portishead
North Somerset
BS20 6QB

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8 January 2021

Dear Parents and Carers

PARENT GOVERNOR

You will recall that I wrote on 27 November to inform you that a vacancy had arisen for a parent governor. One nomination was received, so I am pleased to tell you that Mrs Claire Williams is now Parent Governor for a four year term.

I now need to advise you that another Parent Governor vacancy will arise later this month and once again to invite applications.

The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you will work as a member of the board to ensure it effectively carries out the duties referred to above. You will also play a vital role in ensuring that the board is connected with, and is aware of the views of parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The skills required to ensure the governing board delivers effective governance
- Sufficient time to undertake the role.

Governors are expected to:

- Attend meetings of the Governing Body and Committees to which they are appointed
- Contribute to governors' projects and initiatives as required
- Maintain confidentiality
- Commit to training
- Visit the school from time to time.

How to apply

If you are interested in the role, please complete the candidate form attached to this letter and return it to the school office or by email to cofg@staff.st-josephs.n-somerset.sch.uk by Monday 25 January. If we receive more than one application, a secret ballot will be carried out. I will inform you in due course if we need to do this. If you have any queries about this process or would like to find out more about the role, please contact me or any of our current governors, including Mrs Jackson. Their names are on the school website.

Yours sincerely

Michael Flexman

Chair of Governors

Candidate name:	
Candidate address:	
Candidate statement:	

I confirm that I am a parent or carer of a registered pupil at St Joseph's School and am not:

- An elected member of the local authority
- Paid to work in the school for more 500 hours in any consecutive 12 month period

Signed: _____ **Date:** _____