



All Saints Church of England (A) Primary School

Committed to safeguarding children

Executive Headteacher
Mrs. T.A. Parton B.Ed. (Hons), NPQH

5th February 2019

SCHOOL LANE
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Dear Parents/Carers,

Parent Governor Vacancy – Trinity Federation

A vacancy for a parent governor exists on our school's governing board, the Trinity federation board of governors. We are writing to inform you of the election arrangements and to invite you to stand for election. Parent governors are appointed for a period of four years, irrespective of whether their children remain in school during that period.

The role of the governing board

Governing boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteachers to account for the educational performance of the schools and their pupils; and
- Overseeing the financial performance of the schools and making sure their money is well spent.

The role of a Parent Governor

As a Parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. 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 specific skills required to ensure the governing board delivers effective governance
- No special qualifications are needed. However, we would particularly welcome nominations from parents with experience in financial oversight.

Expectations of all governors

All governors are required to

- sign and adhere to the code of conduct which includes the Seven Nolan Principles for Public life
- be willing to undertake training
- be committed to working for the very best for all three schools of the Trinity Federation
- apply for a DBS check via the school

How to apply

Parents of all children currently registered at the school are entitled to stand for election. For these purposes 'parent' includes a step-parent, guardian or other person having parental responsibility. A nomination form is attached. You may self-nominate or nominate another person. If you wish to nominate another person, then it is essential that you obtain their consent and sign the form as the proposer. The person who you are nominating should complete the applicant section. It would be helpful if candidates would submit a brief statement about themselves (in no more than 150 words). Should a vote be required, this will be circulated to all parents to help them to make their decision. **The completed nomination form must be returned to the school no later than Wednesday 26th February 2019.**

Please note

The attached Appendix 1 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.

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,

Esther Burd

Esther Burd
Chair of Governors/Returning Officer

T.A. Parton

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Executive Headteacher