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**Parent Governor Vacancies**

Dear Parent(s)/Guardian(s)

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body 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 nominate someone with parental responsibility for a child at the school. If more than one nomination is received, then a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors **need not** be experts 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. Governors need 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.

Our governing body expects governors to:

* attend one termly meeting of the full governing body
* sit on one or two committees and attend the meetings which are usually once a term for each committee
* visit the school formally for monitoring purposes at least once a term (during school working time)
* visit the school informally at least twice a year
* commit to attend training courses, perform additional research as required and take part in monitoring within the school

In return, our governing body commits to

* provide you with a structured induction
* provide access to quality training via the Governors Learning Partnership.
* provide you with an experienced governor as mentor
* provide informal feedback on your contribution to the governing body on a bi-annual basis

[.](http://www.education.gov.uk/schools/leadership/governance/becomingagovernor/rolesandresponsibilities/a0056625/the-role-of-governor-within-the-governing-body)

Please note that for the protection of children all governor appointments are subject to a vetting process and identity check.

If you would like to put yourself forward as a candidate, please complete and return the attached documents to me by  **25th January 2017**

Your nomination should be accompanied by a short personal statement which should include:

* evidence of the extent to which you possess the skills and experience the governing body desires;
* your commitment to undertake training to acquire or develop the skills to be an effective governor;
* if seeking re-election, details of your contribution to the work of the governing body during their previous term of office; and
* how you plan to contribute to the future work of the governing body.

If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

If there are more nominations than vacancies, an election will be held and parents will be sent a voting paper which will be counted and verified on 13th February.

 You may return the ballot paper either via your child or by post.

Yours sincerely

Jenny Davies - Chair of Governors

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**Election of Parent Governors – January 2017**

**Nomination:**

Name:

Address:

The above-named has a child at the school, is willing to serve if elected and is hereby nominated to stand for election.

 Nominated by\*: (Signature, name in capitals and address)

Signature of nominee:

 **N.B.** Completed nomination must be returned to the school by **25th January 2017**

\*Self nomination is acceptable

**Personal Statement**

The nominee should use the back of this form to complete their **personal statement**.

The statement should be of sufficient length to set out:

* evidence of the extent to which you possess the skills and experience the governing body desires;
* your commitment to undertake training to acquire or develop the skills to be an effective governor;
* if seeking re-election, details of your contribution to the work of the governing body during your previous term of office; and
* how you plan to contribute to the future work of the governing body.