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Tuesday 25th September 2018

This matter is being dealt with by: Simon Allan, Business Relationships and Governance Manager

Dear Parent,

PARENT GOVERNOR ELECTION

There are 4 vacancies at your child's school for a Parent Governor with immediate effect. Governors serve a four year term and the Governing Body will comprise of representative from the following:

Local Authority Governors

Parent Governors

Staff Governors (Including the Head Teacher)

Community/Co-Opted Governors

Associate Member

I am writing to you, on behalf of the Governing Body, to seek nominations for the vacant positions. You would be expected to attend Governing Body meetings at least once a term, usually late afternoon and the powers of the Governing Body broadly are:

Working alongside the Head Teacher, Governors' responsibilities can include :-

- attending meetings regularly and contributing to discussions. Governing Bodies must meet at least three times per year.
- helping to establish the aims, policies and objectives of the school, and how standards of education can be improved
- helping to draw up the school development plan
- setting the school budget and monitoring expenditure
- ensuring that the national curriculum is implemented and hearing any complaints about its delivery
- appointing, promoting, supporting and disciplining school staff, and deciding their salaries
- acting as a link between the local community and the school
- producing an action plan after an OFSTED inspection and monitoring how the plan is put into practice
- considering cases of excluded pupils
- establishing a Performance Management Policy
- ensuring accountability

If you would like to be nominated as a Parent Governor please contact the school where nomination forms are available. In the event that there are more nominations than vacancies, it will be necessary to hold a ballot. Please note that the deadline for completed nomination forms to be returned to the school is the end of the school day on **Friday 5th October 2018**.

It should be noted that the appointment of a Parent Governor will be subject to a satisfactory Disclosure and Barring Service check (DBS). Failure to undertake this check will result in disqualification from the post. Candidates can be assured that all information is treated in absolute confidence.

Yours sincerely

A handwritten signature in blue ink, consisting of the initials 'JA' followed by a long horizontal stroke that ends in a small arrowhead.

Simon Allan
Business Relationships and Governance Manager
Direct Line 0191 553 5994