



**The Federated Governing Board of
St Andrew's Church of England (VA)
Infant and Junior Schools**

October 24th 2019

Dear Parent/Carer,

Parent Governor for The Federated Governing Board

We currently have a vacancy for a parent governor on our Federated Governing Board and I am writing to invite you to stand for election to this role, or nominate another parent to do so.

The Federated Governing Board, with the Headteacher, has overall responsibility for the running of the two schools. The Governing Board has 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 and the most important thing is to have a keen interest in the schools and be prepared to play an active part in the Governing Board's work. However, we would particularly welcome nominations from parents with skills in premises / project management, Health and Safety and / or legal services. Training is available for all governors and this Governing Board has an expectation that those new to being a governor attend free induction training.

Further information about the role of a governor and the circumstances under which someone cannot serve as a governor can be found on the school website. Please note that parents/carers who have paid employment in either of the schools 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.

Meetings of the Board take place once every half term during the school day (usually afternoons).

If you would like to stand for election please complete the nomination form overleaf and return it to the school reception no later than 12 noon on **6th November 2019**. Please 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 and advise them that they need to submit a personal statement.

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 faithfully,

Jo-Anna Barr
Clerk to the Governors.