

Dear Parent or Carer

The Board of Governors for Shepton Mallet Infant School currently has a vacancy for 2 Parent Governors. As a mother, father, carer of a pupil attending our school we would like to invite you to put your name forward for consideration.

Parent Governor

This is a parent or carer of a pupil attending the school who is elected by the parents/ carers to give a parental perspective in discussions and decisions. In addition, it would be expected that Parent Governors bring a range of skills that will help them to contribute effectively to the work of the Board of Governors.

The Role of Governor

There are 3 main functions of a governor:

1. Making sure there is clarity in the vision, ethos and the strategic direction of the school
2. Holding the Executive Headteacher to account for the educational performance of the school and the performance management of the staff; and
3. Making sure that the school spends its money effectively.

The role of a governor will be:

- A thinking and questioning role not a doing role - the Headteacher and staff are employed to do that.
- Required to get to know the school by knowing its strengths and weaknesses.
- Expected to commit to the time required to undertake the role which would equate to approximately 20 days per school year.
- To always act in the best interests of **all** of the pupils in the school to better their outcomes.

The expectations of governors have increased, and it is important to understand that, in order to contribute effectively, all governors will be expected to:

- Be committed to upholding the values and ethos of their school.
- Attend and contribute to meetings of the Board of Governors.
- To visit the school throughout the year in line with the visits schedule linked to driving forward improvements.
- Analyse information, make observations and be proactive in seeking ways in which the school could further enhance outcomes for all pupils.
- Engage in constructive discussions that will involve questioning and challenging points of view.
- Review and agree policies and guidance, ensuring that the school is working effectively within legal frameworks.

The list is probably longer but does give a flavour of the demands that the Board of Governors will face.

So why do people do it?

This is a question often asked; here are a few of the reasons:

- No single governor is expected to know everything about education and in relation to schools the law, finance and strategic planning – they are part of a corporate body who have the combined experience, knowledge, skills and commitment to work together to meet these demands effectively.
- It is a great opportunity to give something back to the school and to take an active role in shaping the future and bettering the outcomes for all the pupils within the school and within the wider school community.
- Governors are privileged to be able to see at first hand the impact of the hard work that they put into the strategic planning of the school.

The procedure for recruiting a Parent Governor is as follows:

- A letter is sent inviting nominations from parents and carers of a pupil attending the school.
- Candidates complete the nomination form and submit a brief summary of their knowledge and experience in areas that can contribute to effective governance, outlining their suitability for the role (100 words max). In the event of a ballot, see below, the summary will be distributed to all parents/carers in the school with the intention of helping them to make an informed choice when voting.
- Current governors at the school may meet with you to discuss the role in further detail.
- Where there is more than one candidate, all parents/carers will be invited to cast a vote in a secret ballot to decide the person in their opinion is the most suitable candidate for the role.

If you are interested in becoming a Parent Governor for this school please complete the attached nomination form and return to the school office, no later than 12 noon on ??????.

Yours sincerely

Honorina Thompson

Nomination Form

Election for a Parent Governor at Shepton Mallet Infant School

I,..... (**full name in block capitals**) wish to stand for election as a Parent Governor and to be a candidate if an election is necessary. I have read the rules regarding the eligibility to become a governor and can confirm that I am eligible to serve.

I have a child/children in Year(s):.....

Please summarise (in no more than 100 words) your suitability for the role and why you wish to become a Parent Governor:

Signed:

Contact Details:

Telephone number:

E-mail address:

Please give details of your experience and knowledge in the following areas that will contribute to effective governance, if you have none in a particular area please indicate as these are not essential, but useful to the board in utilising your skills and knowledge effectively should you be successful:

Area of knowledge	Details
Health and safety	
Education	
SEND (Special Educational Needs and Disability)	
Finance	
Marketing and Public relations	
Human Resources	
Project Management and Organisational Skills	
Equalities and Diversities	
Law / Regulations	
Information technology	
Links with/ knowledge of the local community	

Signed: Date:

Please return this form to the school office no later than 12 noon on [insert date]