

Cheapside CofE Primary School

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Headteacher: Mrs Kate Searle



Monday 11th November 2024

Dear parents and carers,

I am writing to inform you that the term of office for one of the roles of parent governor on our governing body is expiring in December. We welcome candidates to apply for this position, to commence from January 2025.

The role of the Governing Body

The school's governing body is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance.

The body is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you'll work with the body to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a parental perspective to the Governing Body, but you're not there to speak 'on behalf' of the parent body.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children.
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills.
- The specific skills required to make sure the Governing Body delivers effective governance.
- Experience/knowledge of SEND preferred.

Expectations of governors

- Meetings are held twice a term in the evenings, the schedule of meetings for the rest of the academic year can be requested via the clerk.
- Maintaining confidentiality & undertaking a school DBS check
- Committing to training, training takes place predominately on Wednesday evenings, new governors will need to commit to 4 induction training courses, and then 2 courses per year thereafter.
- Governors should visit the school at least twice a year during the school day to see the learning and school activities in action themselves.
- Term of office is 4 years from date of appointment.

How to apply

If you are interested in applying for the role, please complete the candidate form attached to this letter and return to Lisa Leitch, at the school office by Monday 25th November 2024 at 10am. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact Lisa Leitch, Clerk of governors at school or by email at l.leitch@cheapsideschool.org.uk

Yours sincerely,

Lisa Leitch
Returning Officer & Clerk of Governors.

Candidate	
Candidate address	
Candidate statement Please write a short statement of up to 300 words below detailing why you would like to become a parent governor.	

I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority
- Paid to work in the school for more than 500 hours in any consecutive 12-month period at the time of election.

Signed: _____ Date: _____