



14th January 2019

Dear Parents/Carers

Nomination for Parent Governor

The Governing Body of The Chantry School has a vacancy for a Parent Governor and is looking for parents who are interested in this role and who have a child(ren) at the school. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996.

The main aim of the Governing Body is to maintain and improve the school's standards of education.

Its work can be divided into three key areas:

- setting the school's vision and strategic aims, agreeing plans and policies and making creative use of resources
- monitoring and evaluating performance, acting as a critical friend to the Headteacher to support and challenge them in managing the school
- ensuring that the school is accountable to the children and parents it serves, to its local community, to those who fund and maintain it, as well as to the staff it employs

These duties are discharged through Full Governor meetings and a series of working committees covering Finance, Premises, Personnel and Curriculum & Standards. Governors need not be experts in the field of education. The areas that Governors cover are wide and include Education, Finance, Premises Management, Health and Safety and Human Resources. Expertise across the board is not necessary, and the Governing Body operates as a team. The most important attribute a Governor needs 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. We are particularly interested in any parent who may be able to contribute to our Premises Management, but if this is not your particular area please do not be put off. Interest and enthusiasm are the most important qualities.

Governors also need what is known as 'soft skills' – 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. All Governors are expected to be able to read straightforward budget reports and data on school standards.

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In your role as a school Governor, you will be supported in these duties by other experienced members of the Governing Body, the Headteacher, Clerk to Governors and Company Secretary. An induction programme will be offered to new Governors to ensure you are fully aware of all aspects of the role.

The Governing Body works together as a group, meeting in full at least four times per year, as well as three committee meetings. If you are thinking of standing as a Governor, remember that you may need to attend seven meetings a year. Formal and informal monitoring during the school day is also necessary from time to time to be able to build a picture of the school's work. It is important to understand that the Governing Body operates as a team and decisions, and responsibilities, are collectively made and held.

As a Governor, you will normally hold office for a period of four years, even if your child leaves the school during this time. You can, however, resign from the Governing Body at any time.

All new and reappointed school Governors are required to undergo a check against the children's barred list to ensure that they are not barred from undertaking this regulated activity, and complete a declaration of eligibility form. There are certain eligibility rules that you must meet in order to qualify to stand. Please see the enclosed document.

If you would like to be nominated as a Parent Governor, you need to:

- a) Check that you are eligible by reading the enclosed eligibility criteria.
- b) Once you are satisfied that you are eligible to become a Governor, please complete the nomination form. **You can nominate yourself.**
- c) If you wish you could include a statement, **up to 80 words** about yourself and why you would like to become a Governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process, should one be necessary.
- d) Each nomination must be received at the school by 10.00am on 28th January 2019. It should be sealed in an envelope marked "Nomination for Parent Governor" and may be delivered by hand, sent with your child or by post to the school.

Your nomination should be acknowledged by Mrs R Nicholson, Returning Officer, within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the Headteacher should an election be necessary.

If you have any further queries, or for informal discussion about the role of Parent Governor, please contact the Headteacher of the school, other members of the school Governing Body or email Governor Services at Worcestershire County Council: governorservices@worcestershire.gov.uk.

Thank you for considering this important post in our school.

Yours sincerely



Paul Wilcox
Chair of Governors

