



SACRED HEART CATHOLIC PRIMARY SCHOOL

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headteacher Mrs. C. A. McMahon MA PGCE NPQH deputy headteacher Mrs. G. Porter

31st January 2020

Dear Parents

Parent Governor Vacancies

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of foundation governors, staff governors, two parent governors and one LA governor.

The terms of office for both of our current parent governors are due to finish soon and we are seeking nominations for two parent governors. We will be appointing the first parent governor with immediate effect and the second position will take effect on 27 May 2020. The governing body is asking you to nominate someone with parental responsibility for a child at the school. **Nominations are requested in writing by 3pm on Friday 14th February** at the latest and all nominees must be proposed and seconded before the nomination is accepted. If more than two nominations are received, then an election will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need 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. At the moment the governing body is low on governors who have expertise in finance, IT and premises/buildings/health & safety and parents with a background in these disciplines would be ideal, however, we welcome experience from all business areas. Governors also need what is known as 'soft skills' – the ability to build relationships with a range of people, to be able to work as part of a team, to be able to question and challenge constructively and seek solutions, 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.

Our governing body expects governors to

- attend 5 termly meetings of the full governing body
- sit on at least 1 committee and attend the meetings which are usually 1 per term
- take on at least 1 link role and visit the school formally for monitoring purposes once per term
- visit the school informally at least once a year
- commit to attend training courses and perform additional research as required



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In the event of an election being held the process will be as follows:

1. If an election is to be held, nominees will be notified on Friday 14th February at 3.30pm
2. Nominees will need to provide a mission statement (150 words maximum) by Friday 14th February at 3pm which will be published to all parents/carers along with the ballot paper if a ballot is necessary on Friday 28th February
3. Each parent/carer is entitled to one vote (regardless of number of children attending the school)
4. Voting is by secret ballot and each parent/carer will be issued with an individually numbered ballot paper. Only original ballot papers may be used (photocopies will not be counted)
5. Votes must be received in the school office by Friday 6th March at 9am
6. Nominees will be invited to attend the vote count on Friday 6th March at 9.30am
7. Newly elected parent governor will be announced in the school newsletter on Friday 6th March

If you would like to find out more about how you can contribute to governance at our school, please contact the school office and they will pass on your details to me.

Yours faithfully



Geraldine Smallbone
Chair of Governors



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