

29 September 2015

Dear Parents,

Parent Governor Vacancies

St Margaret's Governing Body is responsible for both the conduct of the school and for promoting high standards. We carry out our role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. We do this by building a thorough knowledge of St Margaret's and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. St Margaret's Governing Body comprises:

- three parent governors;
- three staff governors;
- the Principal;
- a governor appointed by the Local Authority; an
- a number of governors appointed by the Academy Trust.

The term of office for all Governors is 4 years (except the Principal, who is a Governor *ex officio*).

Two of our parent governors, Mr P Pratt and Mr G Mansell, have stepped down from their roles. The Governors are very grateful to them for their service to the school over the years. Their decision to step down means that we now have two vacancies for parent governors. I am therefore writing to you to ask you to nominate someone with parental responsibility for a child at the school. If we receive more than two nominations, then a ballot 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. Any particular skills you may have, such as legal or financial skills, can be very useful to us. Governors also need what are 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. If you feel you have the necessary skills and experience, I would strongly encourage you to please consider applying.

We expect governors to:

- attend and fully participate in four meetings a year of the full governing body,
- sit on one or two committees, fully participate in the work of those committees and attend the meetings (committees meet once or twice per term),
- visit the school on other occasions at least once a year,
- wherever possible, support school events such as Prizegiving, concerts, services *etc*, and
- commit to attend training courses.

In return, we commit to providing:

- a real opportunity to play an important role in supporting, shaping and influencing the work of the school;
- a structured induction;
- access to quality training *via* the Local Authority; and
- informal feedback on your contribution to the governing body from time to time.

I should point out that some people may not be eligible to stand to be a parent governor. A full list of exclusions is given on the reply-slip below. In addition, because of the very high priority we attach to safeguarding, all Governors are required to undergo an enhanced DBS check.

If you would like to find out more about how you can contribute to governance at our school, please contact me via Mrs A Mcroft and we can arrange a time when we can meet.

If you feel you would like to put yourself forward for this important role, please complete the slip below and return it to Ms A Mcroft at school by **Friday 23rd October**.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'P Oliver', with a horizontal line underneath.

Mr P Oliver

Chair of Governors

To: Angela Mocroft

I wish to stand for election as a parent governor for St Margaret's Church of England Academy Governing Body.

Name: _____

Address: _____

'Phone: _____

E-mail: _____

Date of birth (for identification purposes): ____/____/____

Please confirm each of the following statements by ticking each box:

- 1 [] I am the parent/carer of a child currently at St Margaret's (please state your child's name: _____, and form: ____)
- 2 [] I have not been employed by St Margaret's CE Academy for more than 500 hours in the last 12 months
- 3 [] I am aged 18 or over
- 4 [] I am capable of administering and managing my own affairs
- 5 [] My estate has not been sequestrated
- 6 [] I am not the subject of a bankruptcy restrictions order or an interim order
- 7 [] I am not subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- 8 [] I have not ceased to be a Governor at another school by virtue of any provision in the Companies Act 2006
- 9 [] I am not disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision)
- 10 [] I have not been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which I was responsible or to which I was privy, or which I by my conduct contributed to or facilitated
- 11 [] I am not included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999

