

Ref: JA/MW

24<sup>th</sup> September 2019

Dear Parent/Carer,

### **PARENT GOVERNOR VACANCY**

I am writing to you to invite you to stand for election as a parent local governing board member, or nominate another parent to do so. In our school we have provision for three parent local governing board members and there is currently one vacancy.

The local governing board is delegated certain functions by the board of trustees and will be responsible for

- ensuring clarity of vision, ethos and strategic direction;
- holding the Executive Principal to account for the educational performance of the school and its students;
- overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing board's work. Training is available for all local governors and there is an expectation that those new to being a local governing board member, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at The Heath School.

If you would like to stand for election please complete the enclosed nomination form and school governor eligibility form and return them to me at school either via your child or by post no later than 14<sup>th</sup> October 2019. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure. Included in with this letter is useful information about the role of a Governor. Please note that for the protection of children all governor appointments are subject to a vetting process and identity check.

Yours sincerely,



Marie Wadsworth  
Clerk to Governors and Returning Officer