



9th November 2023

Dear Parent/Carer

Election of Parent Governor

The governing body of the school includes 3 parent governors who are elected by the parents and serve for 4 years. Such a position is open to any parent/carers who has a child on the school register on the date of the election.

We currently have one vacancy for a parent governor. If you wish to stand for election, please complete the enclosed nomination form.

The one essential requirement is an interest in, and commitment to, the education of all students. Governors are ordinary people, drawn from many areas of society. They need to be able to devote time to getting to know the school well and be available to support and challenge it. Good interpersonal skills, curiosity, and a willingness to learn and develop new skills will be needed.

You will play a vital role in bringing a parental perspective to the governing body. However, you are not there to speak 'on behalf' of the parent body or your own child. The parent governor is an important part of our team and I hope that there are parents willing to give their time and commitment to this important role. Attached are details of what will be expected of a Governor.

You will also need to attend both evening and daytime meetings and some school activities. Parents wishing to stand for election should be aware of these responsibilities.

We are aware of the need to have a diverse governing body and welcome nominations from any/parent carer irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

A nomination needs to be supported by the signatures and addresses of 2 other parents/carers of children who also attend the school. Nominations should be sent to the Clerk of Governors, Mrs H Rodgers, by 9am on Thursday 23rd November 2023 by email to hrodgers@sackvilleschool.org.uk or if you are relying on student post, please ask your child to hand your nomination to the main reception.

If 2 or more nominations are received, ballot papers, which will include the candidates' election statements, will be circulated in December.

You will see on the reverse of the nomination form is a letter concerning the qualifications and disqualification connected with the office of governor, which you should also complete.

Parents/carers who are employed to work at the school or on a contract for services at the school for more than 500 hours a year are not eligible to stand for parent governor.

All elected parent governors are required to complete an Enhanced Disclosure check by the Criminal Records Bureau within 21 days of their election.

If you have any queries about becoming a governor, please do not hesitate to contact me or Mrs Helen Rodgers, Clerk of Governors on hrodgers@sackvilleschool.org.uk. We will be happy to discuss the role with you further. Paper copies of this letter and accompanying form are available at the school's main reception.

Yours sincerely



Ms J Meloni
Headteacher

Governors are expected:

To carry out the core functions of governance:

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent.

By committing to the following:

- Attendance at termly meetings of the Full Governing Body (seven per academic year, these are held at 18:00-20:00 (normally Mondays).
- Attending termly meetings of a committee (three per academic year, these are held at 18:00 -20.00 (normally Mondays)
- Undertaking regular training
- Undertaking governor visits to the school to meet with relevant staff – Governors are normally linked to a subject/area of their interest (a minimum of twice per academic year in term time).
- Making yourself available to sit on Governor Panels as and when these are required.
- To comply with the expectations set out in our Code of Conduct.
- To a specific area of the school development plan and areas of interest that meet their interest and expertise.