



OLD PARK PRIMARY SCHOOL

Dream, believe, inspire, achieve.



Old Park Road
Wednesbury
West Midlands
WS10 9LX

Tel & Fax: 0121 526 2669

Headteacher: Mrs T Boddington
tboddington@oldparkprimary.com

Parent Governor Vacancy – September 2019

5th September 2019

Dear Parent/Carer

Election of Parent Governors

I am writing to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for 4 parent governors and there is currently 1 vacancy.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

The role of governor can be demanding but very rewarding. Parent governors serve a 4 *year* term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include:

- attending meetings of the governing board, usually outside of school hours and contributing to governing board business;
- reading reports and papers and keeping up to date on the progress the school is making; and
- visiting the school from time to time during the school day.

You will be expected to abide by and sign a governors' Code of Conduct, and to have:

- a strong commitment to the role and improving outcomes for children;
- the inquisitiveness to question and analyse;
- the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements); and
- sufficient numeracy skills to understand basic data.



We are looking to appoint a governor who has a keen interest in the school and is prepared to play an active part in the governing boards work. We would particularly welcome nominations from parents with the following skills;

- Experience of professional leadership
- Understanding of current education plan
- Ability to analyse data
- Performance management/appraisal of someone else
- Financial planning/management (as part of your job)
- Links with the community

We are requesting you complete a skills audit which will identify your individual skills to bring to our governing body. Training is available for all governors and this governing board has an expectation that those new to being a governor attend induction training.

Parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please collect an application pack from the school office or alternatively download one from the school website (under news & events). Please return it to the school office or email it to school.office@oldparkprimary.com by no later than **Midday on Wednesday, 18th September 2019**.

We require you to include a short personal statement to support your nomination, which should be a minimum of 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

We must stress that new statutory guidance advises that the governing board publishes online for each governor certain information including their full name, relevant business interests, whether a governor serves on another governing board and relationships with staff in the school. There is a statutory requirement for all governors to have a DBS check and will be applied for within 21 days of election/appointment.

May I take this opportunity to thank you in advance for your support in this matter.

Yours Sincerely,



Mrs T Boddington
Headteacher