



14 September 2017

Dear Parent/Carer

PARENT TRUSTEE/LOCAL GOVERNING COMMITTEE MEMBER ELECTION

I am writing to you to invite you to stand for election as a parent local governing committee member, or nominate another parent to do so. In our academy we have provision for 1 parent local governing committee member and there is currently 1 vacancy.

The board of trustees, with the Headteacher, has overall responsibility for the running of the academy. The board of trustees have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the academy and its pupils; and
- Overseeing the financial performance of the academy 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 academy and be prepared to play an active part in the board of trustees'/local governing committee's work. However, we would particularly welcome nominations from parents with the following skills:

- Help to decide the priorities for improving the school
- Make yourself available to parents, listen to other parents' opinions and take account of them as you contribute to Governors' decisions
- Work in partnership with the Headteacher, Senior Leadership Team and co-operatively with other Governors to raise standards and improve outcomes for all children
- Prepare for meetings by reading papers beforehand
- Try to attend in-service training (INSET) sessions
- Present a balanced view of issues, representing different sections of the community

Training is available for all local Governors and this board of trustees has an expectation that those new to being a local governing committee 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 academy.

If you would like to stand for election please complete the enclosed nomination form and return it to the academy no later than Thursday 28 September at 3.00pm. 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. Nomination forms can be placed in the nomination box in the main reception at the academy.

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.

Yours sincerely

Mrs J West
Returning Officer
PA to the Headteacher