



St. John's CE Primary School

Growing and learning together
Sharing the love of God

Headteacher: **Amanda Aze**
Chair of Local Advisory Board: **Vivien Sloan**

Coombe Avenue, Weymouth, Dorset, DT4 7TP
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16th October 2020

Dear Parent/Carers,

Parent Governor Vacancies

Would you like to be more involved in your child's education? If you would, why not consider becoming an academy governor. We currently have vacancies for parent governors at this academy.

What do academy governors do?

- Provide a vital means for parents and the community to get their views heard by the governing body as a whole
- Monitor the performance of the academy, e.g. in examinations and key stage tests
- Advise on academy policies and procedures
- Oversee the budget
- Help recruit staff

Are you interested?

If you are interested in becoming a parent governor but feel a little daunted by the responsibility you may be taking on, remember that full training will be available, and you will always act as part of a team. No particular experience or qualifications are required. Your role would be as a typical parent bringing a parent's perspective to the running of the governing body and the academy.

Your Commitment

If you become a governor you will be taking on the following commitments to help make sure the academy is well managed;

- Share the responsibilities of the governing body as summarised above.
- Attend and participate in governors meetings on a regular basis – the governors generally meet six times a year and we aim to keep meetings to 2 hours in length
- Undergo appropriate training
- You may also be invited to sit on appointment panels or attend committee meetings etc.

What do you need to do next?

If you would like further information, or simply to chat about this informally then please contact either Viv Sloan (Chairman) vsloan@stjohnswey.dsat.org.uk or Nicola Terry (Clerk to the Governors) clerk@stjohnswey.dsat.org.uk or call the school on 01305 785711.

Read the next section of this letter which explains the process for appointing parent governors. A nomination form is enclosed.

Process for Selection and Appointment of Parent Governors

- As the parent, carer or other person with parental responsibility for a pupil at this academy you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the parent governor vacancy you will need to find two other parents willing to propose and second your nomination. You will need to ask them to complete and sign section A of the enclosed form (this can be done via email).



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

- If more parents want to become governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a parent governor (see section B of the enclosed nomination form). If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a governor your term of office will normally be four years. You can resign at any time. If your child leaves the academy you can continue as a governor until the end of your term office.
- The enclosed nomination form must be returned to the Headteacher not later than ten academy days from the date this letter was passed to you by the academy.
- If you are elected you will be asked to complete a Criminal Records Bureau disclosure check.

We the undersigned, being the parents or guardians of children attending the academy, wish to nominate

.....
(please insert in block capitals the full name and address of the candidate)

.....
.....
.....

as a Parent Governor of the above named academy.

Signed..... (Proposer)

Signed..... (Seconder)

Date.....

The person nominated should: -

- (A) sign this form in order to show their willingness to stand as a candidate, should an election be required and to serve as a Governor.
- (B) submit with this form a brief description of themselves. This description should not be more than 50 words long, and will be included on the voting paper if a ballot is held.

Signed.....

Date.....

Please return the completed form to the Chair or Clerk to the local governing body by **Friday 30th October.**