



In Christ: be healthy, be happy, be helpful, believe.



Astley St Stephen's CE Primary School
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Headteacher: Mrs Jill Southern B.Ed. (Hons) NPQH

Friday 12th November 2021

Dear Parents/Carers,

Parent Governor Vacancies

We have two vacancies for parent governors which we need to fill as soon as possible.

Governing boards are the key strategic decision makers and vision setters in every school. They are a key part of the overall system for school accountability. Governing boards have a vital role to play in driving up school and pupil performance and ensuring that resources are used well to give every child the best possible education. Further information about the role of a governor and the governing board can be found attached this letter.

Parent governors are welcomed as valued members of the team.

We are particularly interested in nominations from parents with knowledge of the education system and preferably have previous experience as a school governor or board member.

We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

Training is available for all newly appointed governors, and there is an expectation of the governing board that you will attend these induction sessions within the first year of your appointment.

Please note you will be required to undergo an enhanced criminal record check and you must not meet the disqualifying criterion that is included with this letter.

If you think you have the time, skills and expertise to join our governing board, please complete the nomination form attached and return to school **by 12pm on Friday 26th November 2021**. You can also email your nomination to enquiries@admin.astleysaintstephens.wigan.sch.uk, please put 'Parent Governor Nomination' in the subject. Nominations received after this date will not be accepted.

Please provide a statement about why you would like to become a governor in no more than 300 words. The statement should include:

- Evidence of the extent to which you possess the skills and experience the governing board desires
- Your commitment to undertake training and participate in the development of the governing board.
- How you plan to contribute to the work of the governing board or if seeking re-appointment how you have contributed to governance during your term of office

If there are more nominations than vacancies, an election will be held (insert proposed closing date of ballot). All parents will be sent a voting paper with your name and statement and be asked to vote.

If you have any questions or would like an informal conversation about the role of a governor, please contact the Headteacher on 01942 882412.

Yours sincerely,

Head teacher / Chair of Governors





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Role of the parent governor

The governing board has a strategic role in the leadership of the school. The core functions of the governing board are to:

- Ensure clarity of vision, ethos and strategic direction
- Hold executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff
- Oversee the financial performance of the organisation and make sure its money is well spent.

Parent governors are in a unique position on a governing board. Not only do parent governors have to work in the best interests of the school, but they have to balance this with their natural desire to see the best outcomes for their own child(ren).

What are the good bits about being a Parent governor?

- ❖ You have a very privileged and responsible role.
- ❖ You will have the opportunity to make a difference, not only for your children, but for all children in years to come.
- ❖ You will learn and develop new skills.

How you fulfil your role

- ❖ Attend governing board meetings regularly and play an active role in committees and decision – making.
- ❖ Undertake induction training and commit to other development opportunities
- ❖ Visit school
- ❖ Learn all you can about the school.
- ❖ Be approachable to other parents, but make sure you are clear about your role.
- ❖ Always represent the school positively.
- ❖ As a governor you are one of a group and must never act alone.
- ❖ Have your say on decisions in meetings and vote in a way you wish; but then always support the decisions of the full governing board – even if you disagree with them.
- ❖ Always, always, always observe confidentiality. You will be privy to highly sensitive and confidential information – do not discuss it with anyone who is not on the governing board. Remember, a governor can be suspended or removed for serious breaches of confidentiality.

Parent governors do not

- ❖ Gather the views of other parents and take them to the governing board
- ❖ Represent the interests of individual parents
- ❖ Be a link between parents and the governing board
- ❖ Bring complaints about the school to governing board meetings
- ❖ Vote as instructed by other parents

