

Orchard C. of E. Primary School

Blenheim Crescent Broughton Astley Leicestershire LE9 6QX
Phone: 01455 283247 Fax: 01455 286948 email: admina5@orchardcofe.leics.sch.uk

Headteacher: Ms M. Fieldsend

Deputy Head: Mrs A. Lang

Monday 8th April 2019

Dear Parent/Carer,

Nomination for Parent Governors

Orchard's Governing Board has a vacancy for parent governors. We are very keen to encourage parents and carers of registered pupils to nominate themselves to become part of our governing board.

Parent governors are elected by other parents and are vital to our governing board. They share equally with other governors the duty of carrying out the governing board's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. They ensure that the head teacher performs her responsibilities for the educational performance of the school and ensure the sound, proper and effective use of the school's financial resources. You do not have to be an expert on education to be a school governor, and we value the experience and skills that all governors bring to the role. However, you will be expected to demonstrate skills and experience that will enhance governance at the school, a commitment to undertake training and a willingness to engage in the life of the school and its strategic development, over and above merely attending meetings. At this time the Governing Board would welcome particularly applications from parents with skills and/or experience in finance, project management, law, risk management and/or strategic planning.

If you join our governing board, you will serve for a four-year term and you can continue to the end of the four years even if your child leaves the school. Being a governor does take up time. There are at least four governing board meetings each year and governors usually serve on one or more committees which meet once each term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, to undertake training and updating.

If you would like to take the opportunity to put yourself forward as a candidate, please contact the school office by **Friday 12th April** and request an application pack which will contain further information along with a parent governor election form. Alternatively, you can download a pack from our website at www.orchardcofe.leics.sch.uk/community/governors. Please complete and return the election form to the school office for the attention of the Head Teacher by **9.30am on Tuesday 7th May**.

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.

To find out more about what being a governor at this school is like, you can contact Richard Moore (Chair of Governors) or Joanna Willmott (Vice Chair of Governors) via the School Office; they will be very willing to answer any questions.

Yours sincerely,

Ms M. FIELDSEND

Head Teacher and Returning Officer