



## Wells Hall Primary School

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Headteacher: Mr J Cleaver

Monday 15<sup>th</sup> October

Dear Parent/Carer,

### PARENT GOVERNOR VACANCY

I am writing to you to invite you to stand for election as a parent on the local governing board of Wells Hall Primary . In our school we currently have a parent governor vacancy.

The local governing board, with the headteacher, has overall responsibility for the running of the school. The board has 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.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing board's work. However, we would particularly welcome nominations from parents with the following skills :

- Experience of working effectively as part of a committee
- Some knowledge of property / project management or current Health & Safety legislation would be desirable but not essential.

Training is available for all local governors and this Trust has an expectation that those new to being a local governing board member, undertake induction and safeguarding 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 school.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than Friday 2<sup>nd</sup> November. 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. If you are considering standing but would like to discuss the matter first please contact the school office and they will be happy to schedule an appointment with either myself or our chair of governors.

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.

Kind regards,

Mr J Cleaver  
Headteacher