

Date: Monday 14th May 2018

Dear Parents and carers,

George Tomlinson Primary School currently has 1 parent governor vacancy on the governing board. At George Tomlinson Primary School we recognise that the three main functions of the governing board are strategic, and not operational. The key focus for the board is to:

Ensure clarity of vision, ethos and strategic direction;

- Hold the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Oversee the financial performance of the school and making sure its money is well spent.

Following our recent skills analysis, the governing board has identified that parents with particular skills/knowledge of financial planning/management would secure a sound knowledge in all key areas of our work.

If you would like to stand as a candidate, please complete the reply slip attached and return it to the school as soon as possible and not later than **Monday 4th June 2018**. For more information on governor competency and expectations please visit

<https://www.gov.uk/government/publications/governance-handbook>

Please be advised that if there is more than 1 candidate, an election will need to be held but this is a straightforward process. All you need to do is write a short paragraph (no more than 100 words) saying why you want to become a Parent Governor and what skills you could bring to the board; this will be sent to all parents with a voting paper. Should there be fewer than 2 candidates the person who applies will automatically become our Parent Governor.

As mentioned previously, the work of our governors is very important to the school. Governors are responsible for holding the school to account and therefore it is essential that all governors are committed to their role and attend training as necessary to continually develop their knowledge. Governors must develop a good understanding of the strengths and weakness of the school in order to work with the senior leadership team to ensure continuous improvement.

All governor appointments are subject to an enhanced Disclosure and Barring Service check (DBS) check. You will be required to disclose any criminal convictions you may have. These will not necessarily bar you from holding office as it will depend on the nature of the conviction. The school's safeguarding officer will provide you with the form to complete and any further information you may require.

Yours sincerely,

Verity Carter

Head Teacher

Please return this slip to the school before Monday 4th June 2018.

I wish to stand as a candidate for election as parent governor at George Tomlinson Primary School.

First name:

Family Name (Mr/Mrs/Ms etc.):

Signed:

Home Address:

These details will appear on the ballot paper sent to parents.

Remember to include your statement (no more than 100 words) saying why you want to become a school governor and what skills/knowledge you feel that the board will benefit from.