

11th September 2020

Dear Parent/Carer,

Local Governing Body (LGB) Parent Governor Vacancies

I am writing to you to invite you to stand for election as a parent governor member of our local governing body or to nominate another parent to do so. We are seeking to fill two vacancies.

The local governing body, with the Head of School, has overall responsibility for the running of the school. The board of governors has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Head of School 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.

The local governing body is delegated certain functions by Nova Education Trust Board of Directors and these responsibilities are outlined in the trust Governance Scheme of Delegation and Structure available for download at:

www.novaeducationtrust.net/documents.php.

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 body's work however we would particularly welcome nominations from parents with experience in the following areas:

- Health and safety
- SEND
- Finance

Training is available for all local governors and this board of governors has an expectation that those new to being a local governor will undertake relevant online modules. Please note that safeguarding training is a mandatory requirement.

The enclosed sheet summarizes the circumstances under which someone cannot serve as a local governor. Nominations must be from parents or individuals exercising parental responsibilities 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 Thursday 24th September addressed to:

Mrs. A Hooker
Clerk to the Governors

Please include a short personal statement to support your nomination of no longer than 250 words. Self-nominations are welcome, if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies an election will be held by secret ballot, further information will be sent out if this is necessary. If the nominations do not exceed the number of vacancies they will be elected unopposed.

Yours faithfully

Mrs. A Hooker
Clerk to the Governors