2nd December 2020

Dear Parent/Carer,

**PARENT TRUSTEE/LOCAL GOVERNING COMMITTEE MEMBER ELECTION**

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for two parent governors and there are currently two vacancies.

The Governing Committee, with the headteacher, have overall responsibility for the running of the school. The Governing Committee have 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 governing committee’s work. Training is available for all governors and this Governing Committee has an expectation that those new to being a governing committee member, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy.

If you would like to stand for election please complete the form at the link below by 16th December 2020. 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.

<https://forms.gle/KK3vbAZZrvjFqDAt9>

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.

Yours faithfully,

Susan Shaw

Returning Officer.