

5<sup>th</sup> June 2015

Dear Parent/Carer

### **Parent Governor Vacancies on Shire Oak Governing Body**

I am writing to invite you to nominate yourself or another parent to stand for election as a parent governor. After the end of this school year there will be two vacancies for parent governors to take up their places in September. School governors are volunteers who play an important role in determining the future direction of the school, challenging it to improve and holding it to account by monitoring and reviewing performance. They are involved in overseeing all aspects of school – buildings, finance, staffing, teaching and learning, and behaviour.

#### **What role do parent governors play?**

Parent governors are elected by all parents in school to work with the other governors to promote the best interests of all children in school. As a parent governor you will:

- Help to decide the priorities for the school.
- Work in partnership with other governors to challenge the school to raise standards and improve outcomes for all children.
- Promote the interests of the school in the wider community.

#### **How much time will I have to commit?**

The Shire Oak Governing Body meets six times a year – once every half term. Meetings generally last two hours and take place in the evening. In addition to attending the meetings you will need to prepare by reading the papers that are made available in advance. In addition to attending Full Governors' meetings, we expect all governors to sit on at least one of our four sub-committees which typically meet once a term. Some governors also take on special responsibilities for areas such as Inclusion or Performance Management.

#### **Who is eligible to stand as a parent governor?**

- Parents or carers of a child or children in school
- Parents **cannot** stand if they have been employed in school for more than 500 hours in a 12 month period.

#### **Do I need any special skills?**

The most important qualities required to be a school governors are enthusiasm, commitment to improving education for all our children and willingness to work cooperatively with others in the interests of the school. However Governing Bodies also benefit enormously from the skills governors have acquired in other areas of their life, from employment, volunteering and from being a parent.

All governors are offered Induction training and, as their role develops, training in more specific areas such as finance, performance management, child protection and so on.

**If I'm interested what should I do next?**

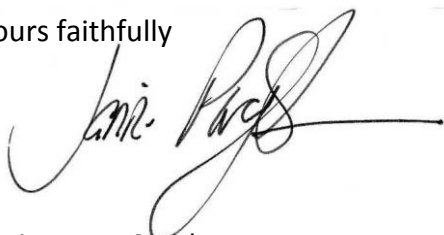
If you would like to nominate yourself then please write to the headteacher with a 200 word statement describing yourself, why you would like to be a governor and what you think you would bring to the role. In the event of there being more than one nomination an election will be held and your statement will be circulated to parents to help them decide who to vote for. Please submit statements by Monday 15<sup>th</sup> June.

**Moving on**

I have been a school governor for nearly 20 years – both at Shire Oak and before that at Headingley Primary School. And I have been chair of governors here at Shire Oak since the school opened. So I've decided it's now time for me to stand down as both chair and as a governor and to let others move the school on. I have found my time as a governor a most fulfilling and enjoyable experience. We are lucky at Shire Oak to have committed and knowledgeable governors, lovely children, and fantastic staff with whom it's been a privilege to work. I'm very pleased that so many of the positive aspects about the school that we have all worked so hard to build and sustain have now been acknowledged by Ofsted, reflected in the overall judgement that Shire Oak is a "Good" school. So there could be no better time for me to bow out!

I wish you all – children, parents, staff and governors – every success in the future.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Janie Percy-Smith', with a long horizontal flourish extending to the right.

Janie Percy-Smith

Chair of Governors