

Dear Parents and Carers

VACANCY FOR A PARENT GOVERNOR

I am writing to inform you that we are seeking a parent governor to fill a vacancy on the governing body of the school. As a parent of a child at the school you are entitled to stand as a candidate. If you wish to be considered, please complete the slip below and return it to the school office by Friday 10 March.

Here is an outline of the role;

- It is voluntary, and generally will require 4-8 hours of your time per term;
- Shire Oak has 12 Governors which includes parent Governors, staff representatives, representatives from the local community and governors appointed by Leeds City Council;
- The key priorities for the Governing body are to a) ensure clarity of vision, ethos and strategic direction for the school, b) hold the management team to account for the educational performance of the school and its pupils and c) oversee the financial performance and resources of the school and that it is run effectively.
- We have 5 Full Governor meetings throughout the academic year, normally on Monday evenings. In addition, each Governor will normally attend one of our sub committees (one of which is focused on teaching and learning and the other focused on resources), which meet 3 times a year, normally during the day but this will vary from year to year depending on the availability of those in the sub committee;
- Governors do not need to have any specific experience or a background in education. What is important is that you have an interest in the School and that you can commit to being able to attend the meetings and a small amount of work outside the meetings;
- Governors are elected for a period of 4 years, after which the term can be extended (if the governor wishes!)

If you are thinking about putting yourself forward you may find it useful first to speak with myself and/or I can put you in touch with an existing Governor. I also attach last year's Governors Newsletter which provides some insight into Governors activity during the academic year 2021-22.

If more than one candidate puts themselves forward then a ballot will be held for the School community to select one person to fill the vacancy. For the purpose of the ballot we will circulate the personal statement of all those who have put themselves forward in order for the School community to cast their vote for the person that they feel is best suited to the position.

Please note that elected governors are subject to various checks including DBS and a self-declaration proforma to confirm that they are eligible to serve as a governor. You cannot be a parent governor if you work at the school for more than 500 hours per year. You are also not eligible if you fulfil any of the disqualification criteria listed on the eligibility form.

Leeds City Council offers training and support for governors and we also have a school induction process. It is a very interesting role and gives great insight into the running of the school, so we encourage all parents to consider applying if the role is of interest and they feel that they have the time to commit.

I look forward to receiving your nominations, Jane Astrid Devane, Headteacher

ELECTION OF PARENT GOVERNOR(S) - NOMINATION FORM

To the Headteacher..... School

I wish to nominate myself as a candidate to be a parent governor at the school.

I am the parent of

I do/do not include a personal statement.

Please print name and address. (Please note that the address details will go out with the ballot forms. Please indicate if you would like them blocked out).

Name

Address

Signed Date

PERSONAL STATEMENT (in not more than 200 words)

Write a few lines about yourself which may help other parents decide who to vote for in the event that more than one nomination is received. This may include, but not exhaustively:

- Your experience that you feel may be useful in the role, eg, work, training, volunteering, other
- Your family e.g. number of children, age(s)
- Your interests e.g. voluntary work, hobbies
- Why you would like to be a governor and what you feel you can bring to the role
- Anything else you would like to say