



# Monksmoor Park CE Primary School

Headteacher: Mrs Katie Towers

9<sup>th</sup> September 2019

Dear parents,

I am writing to inform you of two vacancies for the role of parent governor on our governing body.

## **The role of the Governing Body**

As a VA Church of England school, the governing body are the employers of all staff and must create an inclusive and distinctive Christian vision, monitoring its impact to ensure the school's original foundation is maintained. It is also responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The governing body is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

## **The role of a Parent Governor**

As a parent governor, you will work with the governing body to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

The governing body is keen for candidates to have skills in the following:

- Finance
- Health and Safety

## **Expectations of Governors**

All governors are expected to attend six meetings a year. These meetings are held at school and take place in the evening. They last approx. 2 hours.

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Full agendas and associated papers are circulated prior to each meeting and it is expected these will be read prior to the meeting. Although staff and children are not directly named in any paper, it is important to maintain confidentiality at all times. The discussions that take place during any meeting must also remain confidential.

All Governors are expected to attend regular training, provided by the school. Such training will include Safeguarding, the role of Church school Governor and any other training specific to the need of the individual Governor.

Regular visits to the school are an important part of the role. These will be fully supported by the Headteacher and arranged in advance.

## How to apply

If you're interested in applying for the role, please complete the candidate form attached to the letter and return to school by Monday 16<sup>th</sup> September. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in cursive script that reads 'Katie Towers'.

Katie Towers  
Headteacher

