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**Headteacher** Mr Adam Barber

15th October 2021

### **PARENT GOVERNOR VACANCY – Deadline: 12<sup>th</sup> November 2021**

Dear Parent

Would you like to be more involved in your child's education? If you would, why not consider becoming a school governor. We currently have vacancies for two parent governors at this school.

As "[an inclusive school, where everyone feels they belong](#)", we very much welcome applications from any of our parents. We aim for our governing body to represent the wonderful diversity of our school population.

#### **What do school governors do?**

- Oversee the budget
- Help recruit staff
- Monitor the performance of the school, e.g. in end of key stage tests
- Advise on school policies and procedures
- Provide a vital means for parents and the community to get their views heard by the governing body as a whole

No particular experience or qualifications are required. Training will be available, and you will always act as part of a team. Your role would be as a typical parent bringing a parent's perspective to the running of the governing body and the school.

#### **Your Commitment**

If you become a governor you will be taking on the following commitments to help make sure the school is well managed;

- Share the responsibilities of the governing body as summarised above.
- Attend and participate in governors meetings on a regular basis – the governors generally meet six times a year
- Undergo appropriate training
- You may also be invited to sit on appointment panels or attend committee meetings etc.

As the school is an Academy Governors are also Directors of the Company Limited by Guarantee and may be Members of the Henleaze Junior School Trust which is the legal entity that operates the school. Appropriate indemnity insurance is in place so that no personal liability attaches to the Governing body as a whole or as individuals.



Henleaze Junior School Limited, registered in England and Wales under number 7763421,  
Registered office Henleaze Junior School, Park Grove, Bristol BS9 4LG

### **What do you need to do next?**

Read the section at the end of this letter which explains the process for appointing parent governors. Then complete [this nomination form](#).

If you would like to know more about the role of parent governor or the appointment process you are welcome to [contact the Headteacher](#) at the school.

Yours sincerely



Adam Barber  
Headteacher

### **Process for Selection and Appointment of Parent Governors**

- As the parent, carer or other person with parental responsibility for a pupil at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the parent governor vacancy you will need to find two other parents willing to propose and second your nomination. We will contact them using the details you provide on the form to confirm that they are willing to support your application.
- If more parents want to become governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote. The name of the candidate with the most votes will be put forward to the governing body the day after the deadline for voting passes.
- If you put yourself forward and no ballot is necessary your name will be put forward to the governing body the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a parent governor. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a governor your term of office will normally be four years. You can resign at any time. If your child leaves the school you can continue as a governor until the end of your term office.
- The enclosed nomination form must be returned to the Headteacher not later than **Friday 12<sup>th</sup> November 2021 at midday**.
- If you are elected you will be asked to complete a Disclosure and Barring Service (DBS) check

You can find a copy of the Nomination Form on the website:

[www.henleazejuniorschool.co.uk/about/governors](http://www.henleazejuniorschool.co.uk/about/governors)