



21st May 2021

Vacancy: Parent Governor Position

Dear Friends and Families,

A vacancy has arisen for a parent governor on our Board of Governors. On behalf of the Board of Governors, I am asking if you would like to nominate one person who has parental responsibility for a child registered at the school. Before you decide to nominate someone, or stand yourself, you may want to know a bit more about what is involved.

The role of the Board of Governors

The board meet 9 times a year on a Monday evening and is responsible for setting the strategic aims and policies for the school, deciding how the school spends their budget, helps to draw up the school's improvement plan, acts as a critical friend and being accountable to the community and other stakeholders. In this way the board ensures that the school operates effectively towards achieving its vision. The role will include other demands such as reading reports before meetings, attending relevant training, contributing to working groups or committees and undertaking reporting back to the board from school's visits and/or other meetings.

In return, our Board of Governors will provide you with a structured induction, opportunities to attend training, a mentor to support you during your first year and provide informal feedback on your contribution to the Board of Governors.

The membership of the governing body

The Board of Governors is made up of staff, other members of the community and local authority in addition to governors who are parents. Governors are required to understand how the schools is performing, provide strategic guidance and ensure appropriate controls and procedures are in place. School Governance is inspected by OFSTED as part of their judgement on *Leadership and Management*.

Skills required of Governors.

Governors need not be experts in the field of education. What the role requires is a keen interest in the school and the welfare of all our children, the time and willingness to get involved in the work of the governing board and application of a variety of skills which are useful to it.

Our Board of Governors has recently carried out a skills audit and we would particularly welcome application within finance, legal and relevant health, and safety experience.

Governors will also require 'soft' skills, for example the ability to build relationships with a range of people, to work collaboratively as part of a team and to effectively question and challenge the school.

A good governor will understand and make relevant connections and distinctions between several types and sources of information. Governors are expected to analyse straightforward budget reports and data on the school performance.

Nominations

If you wish to make a nomination, please use the form enclosed. Further copies are available from the school office. Nominations must be proposed and seconded by another parent within the school. Please nominate just one person.

Nominated parents should provide a statement setting out their suitability for the role. This statement should be no more than two paragraphs (approximately half a page). If we have more than one person apply, an election will be held. Details of nominees will be included in the ballot paper and circulated to all parents.

Closing date for receipt of nominations is Monday 14th June 2021 at 3pm via email to the school office. Schooloffice@shefford.cbeds.co.uk Nominations should be clearly marked 'Private and Confidential' and addressed to Mrs J Elliott, Chair of Governors.

If you would like any further information about how you can contribute to the governance at our school, please email the school your contact details and I will be happy to get in contact.

Yours Sincerely,

Mrs J Elliott
Chair of Governors

