



**SOMERSET EDUCATION SERVICES
NORTON SUB HAMDON and WEST CHINNOCK
C of E VC PRIMARY SCHOOL FEDERATION**



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30 September 2019

Dear Parent or Carer

The Board of Governors for the Federation currently has a vacancy for one Parent Governor. As a mother, father, carer of a pupil attending our school we would like to invite you to put your name forward for consideration.

Parent Governor

This is a parent or carer of a pupil attending the school who is elected by the parents/carers to give a parental perspective in discussions and decisions. In addition, it would be expected that Parent Governors bring a range of skills that will help them to contribute effectively to the work of the Board of Governors.

The Role of Governor

There are 3 main functions of a governor:

1. Making sure there is clarity in the vision, ethos and the strategic direction of the school
2. Holding the Headteacher to account for the educational performance of the school and the performance management of the staff; and
3. Making sure that the school spends its money effectively.

The role of a governor will be:

- A thinking and questioning role not a doing role - the Headteacher and staff are employed to do that.
- Required to get to know the school by knowing its strengths and weaknesses.
- Expected to commit to the time required to undertake the role which would equate to



approximately 20 days per school year.

- To always act in the best interests of all of the pupils in the school to better their outcomes.

The expectations of governors have increased and it is important to understand that, in order to contribute effectively, all governors will be expected to:

- Be committed to upholding the values and ethos of their school.
- Attend and contribute to meetings of the Board of Governors.
- To visit the school throughout the year in line with the visits schedule linked to driving forward improvements.
- Analyse information, make observations and be proactive in seeking ways in which the school could further enhance outcomes for all pupils.
- Engage in constructive discussions that will involve questioning and challenging points of view.
- Review and agree policies and guidance, ensuring that the school is working effectively within legal frameworks.

The procedure for recruiting a Parent Governor is as follows:

- A letter is sent inviting nominations from parents and carers of a pupil attending the school.
- Candidates complete the attached nomination form and submit a brief summary of their knowledge and experience in areas that can contribute to effective governance, outlining their suitability for the role (100 words max). In the event of a ballot, see below, the summary will be distributed to all parents/carers in the school with the intention of helping them to make an informed choice when voting.
- Current governors at the school may meet with you to discuss the role in further detail.
- Where there is more than one candidate, all parents/carers will be invited to cast a vote in a secret ballot to decide the person in their opinion is the most suitable candidate for the role.

If you are interested in becoming a Parent Governor for the Federation please complete the attached nomination form and return to the Clerk to the Governors, Heidi Knight, by email to hknight1@educ.somerset.gov.uk or to the West Chinnock School Office no later than 11th October 2019.

If you would like to have an informal chat with the chair of governors or another member of the board before putting in a nomination form, then please get in touch and we would be happy to meet with you.

Yours sincerely

Heidi Knight
Clerk to the Federation Governing Board

