

Dear Parents

Nominations for parent governors

The joint local governing body of Burton Joyce and Cropwell Bishop Primary Schools has **1 vacancy for a parent governor**. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the head of school for further advice.

The joint local governing body of Burton Joyce and Cropwell Bishop Primary Schools reports to, and has delegated functions from, Equals Trust Board of Trustees.

We are looking for parents who have the skills required to contribute to effective governance and the success of the schools. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills. We would particularly welcome nominations from parents with skills and experience related to Health and Safety and a willingness to learn about the curriculum.

Governing bodies are responsible for a wide range of matters which come under three main headings:

Ensuring clarity of vision, ethos and strategic direction;

Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and

Overseeing monitoring of school processes and reporting performance to the Trust Board.

Governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn.

As an effective governing body, we seek to secure or develop within our membership as a whole, expertise and experience in

- analysing performance data,
- monitoring processes and strategic planning implementation,

We seek to recruit and/or develop governors with the skills to work constructively as a team and contribute to the wider success of the multi academy trust. Our parent governors serve a four year term of office (even if your child leaves the school during this time), though governors may resign at any time. We meet a minimum of 6 times per year as a local governing body on a Tuesday evening. There is an expectation that each governor will take on additional responsibilities as a link governor, which would include visits to school during the school day.

Parents/carers from Minority group backgrounds are usually under-represented on governing bodies and the school would encourage nominations from parents with these characteristics.

All nominees are required to complete a declaration of identity and eligibility form.

If you wish to complete a nomination form to become a parent governor, you need to:

- a. Check that you are eligible by reading the enclosed qualifications and disqualifications criteria. Complete the online nomination form (once you are satisfied that you are eligible

to become a governor) which can be accessed by clicking on this link:
<https://forms.office.com/r/6CyVL3iQFt>

- b. The nomination form will close on **Tuesday 7th December 2021 at 10 am**. If more than one nomination is received then an election will be held. For the purpose of the election, a link to an electronic voting form will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. Our IT support services will monitor the election for any unusual activity.

Your nomination should be acknowledged by Catherine Cox, Trust Compliance Manager, within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

Employees of the Trust or school who are paid to work at the school for more than 500 hours in any consecutive twelve month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, a link to an electronic voting form will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the headteacher should an election be necessary.

If you have any further queries about the role of parent governor, please ask me or Catherine Cox, Trust Compliance Manager, who can be contacted by email to governance@equalstrust.org. We can also arrange for a conversation with an existing parent governor if you would prefer to speak to them.

Yours sincerely

Mrs J Cook
Executive Headteacher/Returning Officer