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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** from Burton Joyce Primary School.

The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996:

- Parent governors cannot be employed by the school for more than 500 hours per year
- Parents governors must have parental responsibility for a child attending the school at the time of nomination and election.
- Nominees must not have been declared bankrupt at any time.
- Appointed governors must pass a DBS check.

The Joint Local Governing Body of Burton Joyce and Cropwell Bishop Primary Schools reports to, and has delegated functions from, Equals Trust Board.

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.

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 a willingness to learn. Governors have a strategic, rather than an operational role.

Our parent governors serve a 4 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 Joint Local Governing Body on a Monday 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.



All nominees are required to complete a declaration of identity and eligibility nomination 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 4 bullet points at the top of this letter
- b. Complete the nomination form (once you are satisfied that you are eligible to become a governor) by using the following link: <https://forms.office.com/r/XG1gcVbvQk>
- c. Include a statement, **up to 80 words**, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- d. Each nomination must be submitted by **Friday 10 November, 2023 at 10.00 am**.

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.

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.

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@equaltrust.org

Yours sincerely

Mrs J Cook

Executive Headteacher/Returning Officer