



30 April 2021

Dear Parent/Carer

I hope you are all keeping well.

We have made a promising start to the Summer term. I would like to thank you all for the support you have shown our staff as we continue to raise standards across the school.

As we continue on our journey of school improvement, I recently explained that we would be joining the Emmaus Multi Academy Trust, which is part of the Salford Diocese. Our conversion is planned to take place later this term. This will not affect the day to day running of the school, or indeed the experience of our child.

As we convert to the Emmaus MAT, we are required to form a new governing body. This includes electing two Parent Governors. The information below gives further information about this process.

Election of Parent Governor

The local governing board, with the Headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions;

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

The role of governor can be demanding but very rewarding. Parent Governors serve a term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties.

- Attending meetings of the governing board and any committee's of which you are a member, usually outside of school hours and contributing to governing board business;
- Reading reports and papers and keeping up to date on the progress the school is making; and
- Visiting the school from time to time during the school day.

You will be expected to sign a governors' code of conduct, and to have;

- A strong commitment to the role and improving outcomes for children;
- The inquisitiveness to question and analyse
- The willingness to learn;
- Good inter-personal skills;
- Appropriate levels of literacy in English; and
- Sufficient number skills to undertake basic data

No special qualifications are needed. However, a DBS check is a statutory requirement and must be applied for within 21 days of election/appointment. The most important thing is to have a keen interest in the school and be prepared to play an active part in the governing boards work. Training is available for all governors and this governing board has an expectation that all those new to being a governor attend induction training.

Parents/Carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that the nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to school not later than **Tuesday 18 May at 3pm, marked for the attention of Mrs A. Smith, Headteacher's PA**. This includes a short personal statement to support your nomination, which should be no longer than 250 words. If there are more nominations than vacancies the election will be a secret ballot. If this is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

We must stress that new statutory guidance advises that the governing board publishes online for each governor certain information, including their full name, relevant business interests, whether a governor serves on another governing board and relationship with staff in the school.

May I take this opportunity to thank you in advance for your support in this matter.

Yours faithfully

A handwritten signature in black ink that reads "H. Murden". The signature is written in a cursive style with a large initial 'H'.

Mrs Helen Murden
Headteacher