



1st December 2020

Dear Parents/Carers

Election of Parent Governor

The Local Governing Body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of parent governors, staff governors and appointed governors.

One vacancy has arisen for a parent governor on our governing body. The governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more than one nomination, then a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education; a genuine interest in the school, in the welfare of our children and the time and willingness to get involved is paramount. Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our governing body expects governors to:

- attend at least 3 termly meetings of the full governing body
- sit on at least one committee and attend the meetings which are usually once a term
- opportunities will be available as a governor to visit the school formally for monitoring purposes
- visit the school informally
- attend internal and external training courses

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training
- provide you with an experienced governor as mentor

Hylands School

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If you are interested in becoming a parent governor, or if you would like to nominate another parent, please complete the attached form and return it to me by Wednesday 16th December 2020. Each person nominated must be proposed and seconded by parents who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement covering a maximum of one third of a typed A4 page. The statement should include biographical information, your reasons for wanting to be a parent governor and the contribution you can make to the governing body.

If there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Each parent will have one vote for each vacancy no matter how many children he or she has at the school.

If you would like to find out more about how you can contribute to governance at our school, please email me with your contact details and I will pass on your details to the chair who will then arrange a time for a conversation.

Yours sincerely

Sonja Mitchell
Clerk to the Governing Body – sonja.mitchell@hylands-tkat.org

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