



Headteacher: Mr P Newbold

1 March 2021

Dear Parents and Carers

Election of Parent Governor

We are currently seeking to fill **one** vacancy for the position of parent governor starting immediately. The term of office is four years, although there is no requirement for a parent governor to complete this if their child leaves the school in the meantime.

Overleaf is a brief description of the role the governing body plays in the life of the school and the expectation the governing body has of its governors. Being a school governor can be a very rewarding experience. As a member of our governing body, you will have a genuine opportunity to shape the future of our school.

If you wish to stand for election, please complete the nomination form and return it to me no later than **9am on Tuesday 10th March 2021**. Your nomination needs to be supported by the signatures and addresses of two other parents of children attending. You may also include a brief election statement with the nomination form. If two or more nominations are received, I shall send all parents voting papers, which will include the candidates' election statements.

Please support your school by standing for election to be a parent governor. You don't need any special qualifications or skills – but a keen interest in the school and the commitment to getting the best for our children are essential.

If you have any queries about the role or your eligibility to apply, I shall be pleased to answer them.

Yours sincerely

Mr P Newbold
Headteacher

Nomination Form – Southway Junior School

(Mr/Mrs/Miss) _____ (Full name)

(Full address) _____

(Telephone Number) _____ (Email) _____

Parent/Legal Guardian of _____ (Child's Name & class)

I wish to stand for election as a Parent Governor of Southway Junior School. The following two parents or legal guardians of children attending the school support my nomination:

Name	Address
1.	
2.	

Signature of candidate: _____

Date: _____

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The Governing Body

The governing body is required to:

- provide a strategic view of the school,
- act as a critical and supportive friend to the school,
- ensure accountability to the community.

In order to do this, governors need to gain knowledge of how schools are run and how their particular school operates. In order to do this they need to be trained, attend meetings and to get to know their school.

Meetings

The full governing body meets ten times a year. These meetings are generally at 6 pm on the last Wednesday of the month, and last between two and three hours. In addition to the full governing body there are two other focus areas; Teaching, Learning & Staffing and Finance & Premises. On occasions working groups may be formed to address specific issues and meeting times are arranged by mutual agreement.

There are other governor roles, for example the Special Educational Needs Governor and Link Governor. These governors liaise with the school and the Local Authority as and when it is necessary, and report back to the whole governing body when appropriate.

Training

The governing body buys into the West Sussex Local Education Authority Governors' Learning and Development Programme. Training courses are provided for new governors on the topics:

- Getting Started
- Being Effective
- Knowing Your School
- Child Protection
- Introduction to the Curriculum
- Introduction to Finance
- Introduction to Personnel
- Introduction to Special Educational Needs

It is expected that new governors will undertake training. The nearest centre where training is offered is in Horsham and courses are run during the day and in the evening.

As new initiatives are introduced, it is expected that the relevant governors seek training or, if it is a whole governing body issue, that governors attend the training that is arranged at the school.

New governors will be given the opportunity to meet with the Headteacher and undertake a tour of the school. They will also be emailed information relating to the role, and assigned a mentor governor.

Visiting the School

Governors can be allocated to an area of interest or expertise and we encourage all our governors to visit the school for formal meetings to discuss these areas, but also welcome regular informal visits, including attending special events such as music and drama productions, teachers' golden awards, sports' day and PTA events like the summer and advent fayres.

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