



Headteacher: Mr P Newbold

29th April 2016

Dear Parents and Carers

Election of Parent Governor

We are currently seeking to fill one vacancy for the position of parent governor. 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 **9 am Friday 6th May 2016**. Your nomination needs to be supported by the signatures and addresses of two other parents of children attending the school. 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 especial 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:

Signature

Address

1. _____

(Name) _____

2. _____

(Name) _____

Signature of Candidate: _____ Date: _____

Please return this form to the school office no later than 9 am 6th May 2016



Learning and achieving together

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 about four times a year. These meetings are generally at 6 pm on a Tuesday evening, and last between two and three hours.

The governing body does much of its work through a system of committees and working groups. Committees usually meet once or twice a term. Committees generally meet during the day, and meetings last between one and two hours. All governors are expected to serve on one committee. Sometimes working groups are set up 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

All governors are linked to year groups in school and are expected to visit them on a formal basis at least twice a year. Governors also regularly visit informally, often attending special events like the music and drama productions, teachers' golden awards and sports' day.