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20<sup>th</sup> September 2022

To the Parents of pupils attending Bagshot School,

### **Parent Governor vacancy**

School governors play an important part in the education and care of all children and young people. They are responsible for ensuring that all children within the school can access the best possible learning and the best possible care.

We currently have two vacancies for Parent Governors at Bagshot Infant School, and I wanted to take this opportunity to explain a little of what the role involves and hopefully persuade you to consider putting yourself forward.

The role of all governors is a strategic one, focussing on how the school performs and how it is moving to achieve its longer-term vision. Governance is about *all* children in the school rather than just our own children. Our role is to ensure that all children at Bagshot Infant School are making progress in their learning and development, within a safe and secure environment. We do this by learning about how the school operates, asking questions, making key decisions and ensuring that the school complies with its statutory duties.

Governors meet twice a term; some of our meetings are in the mornings and others in the evening. Dates are set a year in advance. Our meetings last for no longer than two hours. We do expect all governors to engage in their own professional development and training which is funded by the school and accessed mainly through online webinars and podcasts. Most governors can expect the role to take up between 30-35 hours each year, which includes reading documents in preparation for meetings.

Governors are not required to have any specific skills or experience although a keen interest in education is the most useful asset anyone can bring, alongside the willingness to learn about the role.

We would welcome nominations from parents/carers who have a level of financial knowledge and skill that they are able to bring to our governing body, but this is not essential.

Attached to this letter is a nomination form. If we receive more nominations than there are vacancies, we will then move to a ballot of parents and carers.

Please give some serious consideration to volunteering. Governors do make a difference and it is a very worthwhile role.

The timetable for the election process is as follows:

Tuesday 20<sup>th</sup> September 2022

Letter and nomination form to parents

Monday 3 <sup>rd</sup> October 2022	12pm Deadline for receipt of nomination forms
Monday 10 <sup>th</sup> October 2022	Ballot papers issued (if required)
Monday 17 <sup>th</sup> October 2022	12pm Deadline for receipt of ballot papers
Monday 17 <sup>th</sup> October 2022	2pm Count of ballot papers

The nomination form should be printed, and the completed form returned to the school office by **no later than 12 noon on Monday 3<sup>rd</sup> October**. When nominating yourself please enclose with your nomination form a short personal statement about yourself, of not more than 100 words, outlining your reasons for volunteering and what you believe you would bring to the role. Statements will be circulated to parents should a ballot prove necessary, i.e. if more than one nomination is received.

If you would like to find out more or have any questions, then please feel free to contact me on this e-mail address [chair@bagshot.surrey.sch.uk](mailto:chair@bagshot.surrey.sch.uk)

Yours sincerely

Steve Barker

Chair of the Governing Body