



Bagshot Infant School
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Bagshot
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Head Teacher: Miss K Aldred

1st November 2023

Dear Parents and Carers,

Re: Parent Governor Vacancy

The Governing Body of Bagshot Infant School currently has a vacancy for a Parent Governor.

I am writing, on behalf of the Governing Body, to give you a little more information about the role of the Governing Body and hopeful, to persuade you to consider nominating yourself as a potential Parent Governor.

The Governing Body has collective responsibility, which means we make decisions together, as one, and always do so in what we believe are the best interests of the children of Bagshot Infant School and the wider school community.

The role of the Governing Body is to seek assurance from the Headteacher and Leadership Team of the school, that the children are receiving the best possible learning and the best possible care. The guiding principle, that we all follow, is that we are there as individual governors for *all children* in the school and our actions and decisions are based on this assumption.

The Governing Body meets seven times each year and our meetings are no longer than two hours. We vary the times of our meetings; most are early evening and some are at 08.30. The role of governance generally is enshrined in statutory regulations and as governors, individually we are expected to engage in training, which the school funds on our behalf, and to ensure we are prepared for our meetings, by reading papers sent out to governors seven days before the meeting. I would estimate that this means in total governors give approximately between six and ten hours each term to the role.

If you would be interested and have the capacity to give your time freely to support Bagshot Infant School, please consider nominating yourself.

If you would like further information, then please feel free to get in touch with me using chair@bagshot.surrey.sch.uk I would be more than happy to meet in person or talk on the telephone in order to answer any questions you have.

The timetable for the election process is as follows:

Wednesday 1 st November 23	Letter and nomination form to parents
Wednesday 15 th November 23	12pm Deadline for receipt of nomination forms
Wednesday 22 nd November 23	Ballot papers issued (if required)
Wednesday 29 th November 23	12pm Deadline for receipt of ballot papers
Wednesday 29 th November 23	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 Wednesday 15th November**. 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.

Thank you for taking the time to read this letter.

Kind regards

Steven W Barker
Chair of the Governing Body
Bagshot Infant School