



31<sup>st</sup> October 2022

Dear Parent(s)/Guardian(s)

### **Parent Governor Vacancies**

We have a vacancy for a parent governor which we need to fill as soon as possible.

Governing boards are the key strategic decision makers and vision setters in every school. They are a key part of the overall system for school accountability. Governing boards have a vital role to play in driving up school and pupil performance and ensuring that resources are used well to give every child the best possible education. Further information about the role of a governor and the governing board can be found attached this letter.

Parent governors are welcomed as valued members of the team.

**We are particularly interested in nominations from parents with *commitment to learning, knowledge of safeguarding procedures, time to undertake governor visits to school.***

We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

Training is available for all newly appointed governors, and there is an expectation of the governing board that you will attend these induction sessions within the first year of your appointment.

Please note you will be required to undergo an enhanced criminal record check and you must not meet the disqualifying criterion that is included with this letter.

If you think you have the time, skills and expertise to join our governing board, please complete the nomination form attached and return to school by 12pm Friday 11th *November 2022*. You can also email your nomination to [Enquiries@admin.westfield.wigan.sch.uk](mailto:Enquiries@admin.westfield.wigan.sch.uk), please put 'Parent Governor Nomination' in the subject. Nominations received after this date will not be accepted.

Please provide a statement about why you would like to become a governor in no more than 300 words. The statement should include:

- Evidence of the extent to which you possess the skills and experience the governing board desires
- Your commitment to undertake training and participate in the development of the governing board.
- How you plan to contribute to the work of the governing board or if seeking re-appointment how you have contributed to governance during your term of office

If there are more nominations than vacancies, an election will be held. All parents will be sent a voting paper with your name and statement and be asked to vote.

If you have any questions or would like an informal conversation about the role of a governor, please contact the *headteacher/chair of governors*.

Yours sincerely

**Head teacher / Chair of Governors**