

Embed confidence; fuel ambition.

January 2018

Dear Parent / Carer

Seeking Parent Governor

We have a vacancy for a new Parent Governor so are seeking a new member of the Governing Body. The post is open to parents, guardians, carers or relatives of a child at the school. We would be delighted to hear from you if you would like to offer yourself as a candidate.

What skills and experience do I need?

No specific skills or experience are required! You just need a commitment to the school, a desire to participate positively in the running of the school and the time to attend meetings.

The Council's Governor Support Service can provide you with training, so please don't feel deterred from putting yourself forward.

Please note that you are not eligible to be a parent governor if you work at the school for more than 500 hours per year and, if you become a governor, you are expected to sign up to the Governors' Code of Conduct.

If you would like more information, you are welcome to contact Victoria Wright in school on 0113 2844020 extension 267 or, if you have specific questions about the Governing Body, you are very welcome to contact me via Victoria Wright in school on wright.vic@elawnswood.co.uk or via the school number above.

What does being a Governor involve?

The term of office for a governor is four years. Of course, governors can resign at any time.

The full governing body meets three or four times a term. All meetings are held in school on weekdays (Monday-Thursday) and they usually start at 6.30pm.

The other governors include the Headteacher, a staff representative, a governor appointed by Leeds City Council and representatives from the local community.

Being a governor is a public duty and governors have a right to reasonable time off work, although this may be without pay. You should look at your company's policy to see what entitlement you have.

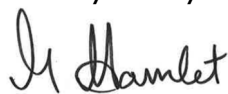
The bringing together of governors from a wide range of interest groups in itself provides a wide range of skills that can benefit the school.

How do I nominate myself to be a governor?

Please complete the slip attached to the Headteacher's Update email this month and return it to the school by **midday on Monday 22 January** for the attention of **Victoria Wright** in an envelope marked **Governor Nomination**.

If we receive only one nomination, that parent/carer will automatically be declared a governor and there will be no need for a ballot. If there is more than one nomination, we shall ballot all parents/carers.

Thank you very much for your interest – I look forward to hearing from you soon.



Margaret Hamlet
Chair of Governors