



**PARENT GOVERNORS**  
**LETTER TO PARENTS INVITING Expressions of Interest**

To the Parents/Carers of all pupils at The Glapton Academy

Date: 29<sup>th</sup> January 2020

Dear Parent/Carers,

**Invitation of Expression of Interest for Parent Governor.**

A vacancy will soon arise for a Parent Governor. Notice of the vacancy has been posted on the school website and at the school. The Governing Body would welcome expressions of interest for the position from any eligible parent (see attached).

All Governors complete a skills audit each year. The skills the Governing Body requires include Charity law, strategic planning, curriculum development, school assessment, progress and attainment data analysis, property and estate management, HR policy and process, change management, Ofsted preparation and governance structures.

Parent Governors are elected by other parents and carers of children at the school. The term of office is usually four years (although the total term of office can be longer than this). The AGB has agreed that the initial term of office shall be for one-year subject to review and renewal for a further term after 12 months.

*An opportunity to find out more before committing*

All parents completing an Expression of Interest are invited to meet the Chair of Governors and/or myself at a brief meeting to be held on 4<sup>th</sup> February at 4.30pm at the School. This provides an opportunity for the Chair to explain the nature of governance and outline the commitment in time and responsibility that is required to fill the role effectively. This meeting has proved to be helpful to prospective candidates in clarifying what becoming a Parent Governor means in practice.

*Timetable*

If insufficient Expression of Interest's are received to require an election, any nominee(s) will be declared elected unopposed. Subject to this, the timetable for the election (if this is required) is as follows:

Stage	Date
Closing Date for Receipt of Expressions of Interest	12 <sup>th</sup> February 12pm
Meet the Chair	Ballot Paper and details of candidates will be sent to all Parents after this date.
Election Dates (If an election is required)	The ballot will be open from 14 <sup>th</sup> February to March 6 <sup>th</sup>
Counting of Votes and Declaration of Result	This will take place at the school on 7 <sup>th</sup> March at 12pm.

Should you have any queries about the role of parent governor, or about the election process, please contact the Chair of the AGB or the L.E.A.D. Governance Team. (Tel: 0115 822 5440, e-mail: [governance@leadacademytrust.co.uk](mailto:governance@leadacademytrust.co.uk)).

Yours sincerely,



Mrs.C Hurst BA (Hons) PGCE NPQH NLE  
Headteacher

Enc: Eligibility Criteria  
Expression of Interest Form (Parent Governor)