



BANWELL PRIMARY SCHOOL

Belong Believe Achieve

Headteacher: Mrs C Pocock

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28 April 2017

Dear Parents and Carers

VACANCY FOR PARENT GOVERNOR

We have **one** governor vacancy on the Board of Governors of Banwell Primary School for a parent or carer of a child currently at the school. I hope you will give consideration to taking on this important and rewarding role.

What governors do

Governors have a vital role. We help set the strategic direction of the school and make sure it delivers on its responsibilities. We work alongside the school's senior leadership team to set targets, formulate school policy, and plan for future development, to ensure the school's ongoing improvement and success. Governors do not manage the day-to-day running of the school (which is the responsibility of the headteacher and leadership team), but we do set the framework that should ensure the school runs effectively. You can find out more about the role of school governors on the National Governance Association (NGA) website at www.nga.org.uk, and about the governors at Banwell Primary School in the "Meet the Governing Body" page of the school website. (It's in the "Our School" section.)

The commitment

The term of office is four years. However, should your circumstances change, as a volunteer, you can resign at any time. You will need to be able to commit 5-10 hours each term (on average) as a governor. School governors, like magistrates or members of a jury, have the right to reasonable time off work for their public duties (although this may be unpaid). You can ask your company's Human Resources (HR) department for its policy. Our formal governor meetings are held on weekday evenings.

Training

Training and support is available for new governors, and we will partner you with one of existing governors to give you guidance and answer any questions that you have.

Skills you need to have

A key role of governors is holding the school leadership team to account robustly and effectively. For this it is important that you have a questioning mind, are diplomatic, and a good team player. To contribute effectively, you need to be literate and numerate. No specific skill set, background or experience are required: enthusiasm, time and willingness to participate in discussion and decision are great starting points, and will enable you to make a valuable contribution to the governing body's work.

Applying

If you'd like to become a parent governor, you will need to:

- get two other parents or carers to support your application
- write a brief statement (150 words) about why you want to be a governor, and summarising your skills and experience in work and other responsible roles

If more than one person applies, there will be a parent governor election. In this case, the school's parent and carer population will determine who is appointed through a formal ballot.

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Please use the attached form to apply. It will need to include your signature, and that of the two parents or carers who support your application. Give your completed and signed application to the school office team (marked for the attention of the "Clerk to Governors") or scan and email it to Cathryn Butler [Clerk to Governors] at cathryn.butler@banwellprimary.co.uk. Cathryn is also the person to contact with any questions, for more information, or if you'd like to talk about the role with a current governor. The application deadline is **3.30 pm on Monday 15 May 2017**. We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Vikki Fitzpatrick', written on a light background.

Vikki Fitzpatrick
Chair of Governors

Enc

BANWELL PRIMARY SCHOOL

PARENT GOVERNOR VACANCY: APPLICATION FORM

APPLICANT

I, *[names in full]*, _____

of *[address]* _____

_____ Post Code _____

am willing to stand as a candidate for parent governor at Banwell Primary School.

Email address _____

Telephone number _____ Mobile number _____

I am a parent/carers of the following pupil(s) who is/are registered at the school:

Name(s) _____

Class(es) _____

Signed _____ Date _____

PROPOSED BY

Full Name _____

Address _____

Parent/Carer of Name(s) of Pupil(s) _____

Class(es) _____

Signed _____ Date _____

PROPOSED BY

Full Name _____

Address _____

Parent/Carer of Name(s) of Pupil(s) _____

Class(es) _____

Signed _____ Date _____

*Please return this form, with your 150 word personal statement, to
Clerk to Governors, c/o Banwell Primary School or cathryn.butler@banwellprimary.co.uk
by 3.30 pm on Monday 15 May 2017*