

Monday 19th February 2024

## Parent Governor Vacancy

Dear Parents/Carers,

I am writing to inform you of a vacancy for the role of Parent Governor on our Local Governing Body (LGB). If you would like to join a friendly group of people who are focused on achieving the best education for our children, we would love to hear from you!

### The role of the Local Governing Body (LGB)

The LGB is responsible for providing confident and strategic leadership, creating robust accountability, oversight and assurance for the school's educational and financial performance.

The LGB is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our children.

### The role of a Parent Governor

As a Parent Governor, you'll work with the members of the LGB to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a parental perspective to the governing board, but **you're not there to speak 'on behalf' of the parent body.**

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children.
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills.



We're working  
towards Artsmark  
Awarded by Arts  
Council England



Parkdale Road  
Carlton  
Nottingham  
NG4 1BX



0115 911 0066



[www.parkdale.notts.sch.uk](http://www.parkdale.notts.sch.uk)



[office@parkdale.notts.sch.uk](mailto:office@parkdale.notts.sch.uk)



[@parkdalecarlton](https://twitter.com/parkdalecarlton)



Parkdale Primary School



[www.transformtrust.co.uk](http://www.transformtrust.co.uk)



Distinguished  
School

Recognized by Apple as a distinguished school for continuous innovation in learning, teaching, and the school environment.



Every governing board needs a balance and diversity of knowledge, skills and experience. Equality and diversity matter to us. If you think you'd be suited to the role of Parent Governor we would love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

### **Expectations of Parent Governors**

Enclosed with this letter is an information sheet detailing what the role involves, the commitment required and the support you will receive in the role.

### **How to apply**

If you wish to complete a nomination form to become a parent governor, you need to:

- a. Check that you are eligible to be a parent governor by reading the enclosed eligibility form. Sign the form to confirm you are eligible and return this with your completed nomination form.
- b. Complete the nomination form (once you are satisfied that you are eligible to become a governor).
- c. Include a personal statement, of up to 100 words, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 100 will be deleted and not used in the election process. Please note that your statement will be included on the ballot paper that goes out to all parents so do not include any personal information that you do not wish to be shared with others.
- d. Each nomination must be received at the school by 10.00 am on Monday 26<sup>th</sup> February 2024. Your nomination form should be placed in a sealed envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the school. Electronic nominations must be returned to [office@parkdale.notts.sch.uk](mailto:office@parkdale.notts.sch.uk). A sealed ballot box will be available in the school for hand deliveries, details of its location will be found on a notice in the entrance to the school. The onus is on you to ensure that the nomination form is put in the box by the closing date and time.



If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we need to do this.

If you have any queries about this process or would like to find out more about the role, please contact Ruth Palmer our Transform Trust Governance Professional on 0115 9825090 or email [governors@transformtrust.co.uk](mailto:governors@transformtrust.co.uk)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter Hillier', is positioned below the 'Yours sincerely,' text.

Peter Hillier, Headteacher