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|  |  | ***Breckon Hill Primary School***Breckon Hill Road*Middlesbrough**TS4 2DS*Tel: 01642 243044 Headteacher: Mrs J Smith  e-mail: contact@breckonhillprimary.co.uk  website: www.breckonhillprimary.co.uk |

November 2nd 2020

Dear Parents

**Are you interested in being a Parent Governor?**

I am writing to invite parents, guardians and carers of registered pupils to put their names forward for election to serve as parent governors of this school. We have two vacancies at the moment.

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of parent governors, staff governors, foundation governors.

The governing body is asking you to nominate someone with parental responsibility for a child at the school. If school receives more than two nominations, than a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body. If you are someone with the required experience, would you consider applying? Governors also need what is known as ‘soft skills’ – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to ask questions, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our governing body expects governors to

* Attend usually one termly meeting of the full governing body
* Sit on a committee and attend the meetings which are usually once a term
* Commit to attend training courses and perform additional research as required.

In return, our governing body commits to

* Provide you with a structured induction
* Provide access to quality training via the Governor Development Service Training Programme
* Provide you with an experienced governor as a mentor

In accordance with new legislation for Safeguarding Children, any appointment is subject to an application being made to the Disclosure and Barring Service for a criminal records certificate. The aim of this check is to protect children and vulnerable young adults from abuse of any kind.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can vote in the election and is eligible to stand for election subject to the following disqualifications:

* You work at the school for more than 500 hours (i.e. for more than ½ of the hours of a full-time equivalent in a school year);
* You are under 18 years of age;
* You are declared bankrupt or have a composition or arrangement with your creditors;
* You have been convicted of an offence: full details available from the Governor Development Service.

**If more nominations are received than the number of vacancies an election will be held**.

**All nominations require the support of two other parents (from different families)**. A signed declaration should be sent to the school office by 10.00am on Monday 9th November.

If a ballot is to be held papers with the name of the candidates and their details will be sent home with the children, so please watch out for the letter. Each parent will have one vote per vacancy regardless of the number of children you have in the school. The ballot is secret; you must send or post the ballot papers back in a sealed envelope marked “Nomination of Parent Governor” by 10.00am on Monday 16th November. Those standing for election will be invited to attend whilst the votes are counted.

Please think about standing for this important role or encouraging someone else to do so.

Yours sincerely

Mrs J Smith, Mr I Mawson,

Head Teacher and Chairs of Governors