

23rd February 2010

Dear Parents,

PARENT GOVERNOR VACANCY

There are two vacancies on our school's Governing Body Parent Governors following their resignation due to personal commitments. As a result I am writing to invite nominations for this position.

Any parent with a child on the roll of our school, including the nursery, is eligible to become a Parent Governor.

The Governing Body has considerable responsibility for the school, including:

- setting the aims of the school and agreeing a wide range of policies;
- holding the school to account for standards and pupils' progress;
- preparing the annual school budget and monitoring expenditure;
- appointing staff;
- ensuring that the school building and other facilities are maintained;
- keeping in touch with parents and the local community;
- liaising with parents to ensure their views are known on a range of issues;

It is most important that parents are fully represented and I therefore ask that you give careful consideration to either putting your own name forward as a candidate or to nominating another parent as a candidate, if they are willing to be nominated.

A nomination form is enclosed. Please return it to Mrs Holmes, our school secretary, no later than 3.30p.m. Friday 5th March .

If we receive more than two nominations, a ballot will be held so that all parents can choose who will represent them on the Governing Body.

If you would like to know more about what is expected of a Parent Governor before making a decision to stand, please do not hesitate to contact me. I can also put you in touch with one of the existing Parent Governors who will be able to describe to you the role from their point of view and experience.

Yours sincerely,

Mrs F Lidstone
Acting Headteacher