St Paul’s Community Primary and Nursery School

Queens Road

Spalding

PE11 2JQ

01775 723326

29th January 2021

Parent/Carer Governor Vacancy Letter

Dear Parents/ Carers,

We currently have a vacancy for a parent/carer governor and are seeking nominations

for an enthusiastic and committed parent or carer to join the governing board.

There are no particular qualifications required for the role but, following an analysis of the results of our skills audit, we have skills gaps in the area of Parent/Carer Communications and would be particularly keen to receive nominations from someone with experience in any of these areas.

The core functions of the governing board are:

* Ensuring clarity of vision, ethos and strategic direction.
* Holding senior leaders to account for the educational performance of the

organisation, its pupils, and the performance management of staff.

* Overseeing the financial performance of the organisation and making sure its

money is well spent.

The term of office for all governors is four years.

At Spalding St Paul’s, we always aim for positive and purposeful partnerships with parents and carers, which undoubtedly bring important benefits to the pupils. One of the most significant ways

you can help in promoting this aim is to volunteer to be a parent/carer governor. The governing

board’s main tasks are to support the school, ensure that all pupils receive a high quality

education and plan for future development and improvement.

Parent/Carer governors are welcomed as valued members of the team and play a vital role

in ensuring the governing board is aware of the views of parents, carers and the local community.

We are confident that there are parents and carers prepared to volunteer to take on this key role

and give their time and commitment to help us continue to develop and improve the school's

performance.

Governors currently meet as a board six times a year and meetings usually start at 5.30pm and are finished around 7.30pm. All meetings are held at the school. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days’ notice given.

Governors are occasionally required to visit the school during the day for monitoring

visits and are encouraged to support school events, where possible.

We offer new governors a comprehensive and supportive induction and there are opportunities for further training for the role.

If you are interested in becoming a governor, self-nomination is acceptable – see attached form, which will need to be submitted to:

**Parent/Carer Governor Nomination**

**Personal for the Clerk to the Local School Board**

**St Paul’s Community Primary School and Nursery, Queens Road, Spalding, PE11 2JQ**

**No later than 12.00 noon on Friday 12th February 2021**

When nominating yourself or someone else for the role of parent/carer governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when working with other governors and the headteacher, to promote high standards and strategically develop the school. The parent/carer governor’s role is not to represent individual parent or carer views or to report back directly to parents/carers.

Should you have any questions about the role please do not hesitate to contact me;

my email address is enquiries[@spalding](mailto:katie.james@spalding)stpauls-cit.co.uk.

If there are more nominations than vacancies, an election will be held on Monday 22nd February

and all parents/carers will be sent a voting paper.

Yours sincerely,

Katie James

Interim Headteacher