

Dear Parents and Carers,

14<sup>th</sup> December 2020

We have a vacancy for a **parent governor** which we are keen to fill as soon as possible.

St Mary's Primary School has always aimed for a partnership with parents, which undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing body's main tasks are to support the school, ensure that pupils receive high quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community. The term of office is 4 years.

We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance. There are 6 full governing body meetings per year, one per term and these are held in early evenings. Usually governors also serve on a committee focussed on an area they have knowledge of, or a particular interest in e.g. finance, education, premises etc. Committees generally meet 6 times per year also. In the present Covid situation all meetings are virtual via MS Teams. Monitoring meetings with subject leaders, which usually take place in school, are also virtual.

If you are interested in becoming a governor, please contact the school office with your nomination (self-nomination is acceptable). You can either email your nomination to [admin@st-marys-tetbury.gloucs.sch.uk](mailto:admin@st-marys-tetbury.gloucs.sch.uk), or return it, by hand, to the school office. If you would like a paper nomination form please contact the school office. Your nomination form will need to be with the school by **12.00 noon on Friday 8<sup>th</sup> January**.

The Chair of the governing body, Liz Maisey, is happy to talk with you if you are interested in being nominated and/or would like further information (please contact via email [chair@st-marys-tetbury.gloucs.sch.uk](mailto:chair@st-marys-tetbury.gloucs.sch.uk)). You might also like to look at our Governor page on our school website [Our Governors \(stmarystetbury.com\)](http://OurGovernors(stmarystetbury.com)) and the information for prospective governors on the Gloucestershire County Council website, [www.gloucestershire.gov.uk/schoolsnet/governors](http://www.gloucestershire.gov.uk/schoolsnet/governors).

Guidelines about qualification to stand as parent governor can be found on the back of the nomination form. Please note that for the protection of children all governor appointments are subject to a vetting process and identity check.

If there are more nominations than vacancies, an election will be held and you will be sent a link to vote online. The system used will be the same one used for booking parent's evening slots and, as such, will not be completely anonymous. However, only the two administrators of the site have access to this information and they will only look at total numbers, not individual returns. No governors will have access to the system. If you prefer to use the paper version, ballot papers will be available from the school office. If you request a paper ballot you will be taken off the electronic voting system. You may return the paper ballot paper either via your child or by post in a sealed envelope.

Yours sincerely,

Mrs J Woolley (Head teacher)