



12<sup>th</sup> March 2024

Dear Parents and Carers

I am writing to inform you of a vacancy for the role of parent governor on our governing board for Laurel Lane Primary and St Martin's Primary School.

### **The role of the governing board**

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

### **The role of a parent governor**

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

### **Expectations of governors**

- Our meetings take place 3 times per term, totaling 9 meetings per school year. Our Governor target is for at least 80% attendance from each member of the body.
- Governors are expected to maintain confidentiality at all times.
- We are committed to providing good quality training, starting with induction when Governors first join us. We provide annual Safeguarding Training, as well as membership of the Governor Hub, which has a comprehensive range of resources to support our Governors.
- In their role, Governors make arranged visits to the two schools to quality assure information discussed during meetings.

### **How to apply**

If you are interested in applying for the role, please complete the candidate form attached to the letter and return to the Clerk to Governors at [kkinsella@365.fraysacademytrust.org](mailto:kkinsella@365.fraysacademytrust.org). Alternatively, you can leave the completed form at the school reception desk. The deadlines to receive nominations is **noon Monday 25<sup>th</sup> March 2024**.

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 have to do this.

If you have any queries about this process or would like to find out more about the role, please arrange to speak with the Headteacher or contact the Clerk to Governors.

Yours sincerely,

Kyle Kinsella  
Clerk to Governors, Frays Academy Trust

**Parent Governor – Nomination Form**  
**Deadline: Noon on Monday 25<sup>th</sup> March 2024**

<b>Candidate name:</b>	
<b>Candidate address and contact details:</b>	
<b>Candidate statement:</b>	My reasons for wanting to become a Parent Governor (maximum 250 words)

Candidate Statement: If more than one nomination is received an election will be held. Your statement will be posted on the school website to help parents decide who to vote for.

I confirm that I am a parent or carer of a registered pupil at the school at Laurel Lane Primary School

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_