



St Margaret Mary's RC Primary School
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Mr M Sutton, Headteacher

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Friday 12th January 2018

Dear Parent/Carer(s),

Re: PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. At St Margaret Mary's we have provision for two parent governors and there is **currently one vacancy**.

Additional Information

The Governing Body, with the Headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- *Ensuring clarity of vision, ethos and strategic direction;*
- *Holding the Headteacher to account for the educational performance of the school and its pupils; and*
- *Overseeing the financial performance of the school and making sure its money is well spent.*

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the Governing Body's work. *However, we would particularly welcome nominations from parents with the following skills; financial management/ business management/ human resources and/or experience of leadership/management in a non-educational setting.* Training is available for all governors and St Margaret Mary's Governing Body has an expectation that those new to being a governor, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority, are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school office **no later than 12 noon Monday 29th January**, for the attention of Mr Sutton/Mrs Ager [Chair of Governors]. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent. If you would require further information regarding this post & the role of a governor, Mrs Ager, our Chair of Governors, will be available to speak to informally on Tuesday 16th January from 8:30-10 am. Alternatively, I am always available to speak to on the playground or by appointment if necessary.

Please note that if there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with further details of the ballot procedure.

Yours faithfully,

Mr Sutton
Headteacher.



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