

All Saints C of E Infant & Nursery School

Opening hearts and minds through the grace and love of God



Executive Head Teacher: Mrs J Redfern

Acting Head Teacher: Ms L Hardwick

01623 459199

office@huthwaite.snmatt.org.uk

www.huthwaiteallsaints.notts.sch.uk

Common Road, Huthwaite, Sutton-in-Ashfield, NG17 2JR

Date: Thursday 25th January 2024

Dear Parents/Carers,

The local governing body of your academy has a **parent governor** vacancy and is looking for parents/carers who are interested in this role to stand for election. The term of office for a governor is four years, however you can resign at any point.

What are the benefits of being a parent governor?

- ✓ Rewarding both personally and professionally
- ✓ Provides the opportunity to work as part of a team
- ✓ Build skill set e.g. strategic thinking, communication, decision making,
- ✓ Be part of the wider school community.

To be eligible to stand you will need to have a child at the school and not be employed for more than 500 hours by the school or Local Authority. The most important aspect is that you have a keen interest in the school and are prepared to play an active role in the work of the local governing body.

What skills are the local governing body looking for?

The governing body is looking for parents/carers who have the skills required to contribute to effective governance and the success of the academy. We would specifically welcome nominations from parents/carers with the following skills:

- **Finance and Funding**
- **Human Resources**
- **Marketing and Advertisement**
- **Communications**

What is involved with the role?

In a Multi Academy Trust, the Local Governing Body are responsible for a range of strategic matters that are delegated to them by the Directors of the Trust. These include Monitoring and Evaluation of the standard of Education provided by the academy and Ensuring Accountability in various areas. Duties also include management of the academy budget, preparation for Ofsted inspection and the formulation of post-Ofsted Action Plans and involvement in a variety of personnel and pupil issues.

The governing body works together as a group and meets **3** times per year. If you are thinking of standing as a governor, remember that you will need to attend these meetings, plus committee meetings during each term.

There is an expectation within our code of conduct that each governor will become a member of a committee and will take on additional responsibilities as a link governor.

In your role as an academy governor, you will be supported in these duties by other experienced members of the governing body, the head teacher, clerk to the governors and the Diocesan Multi Academy Trust (Academy Improvement Administrator Rachel Watson 01636 557390).

The Process/ How can you apply?

If you would like to be nominated as a parent governor, you need to:

- (a) Check that you are eligible by reading and signing the enclosed eligibility criteria. Only the reasons stated within the eligibility criteria determine your suitability to become a governor. Minor offences, **not** listed within the eligibility criteria, may not necessarily affect your eligibility.
- (b) Once you are satisfied that you are eligible to become a governor please complete the nomination form.
- (c) Ask two other parents or carers from different families, who also have children at the academy, to each sign one of the boxes 1 and 2 (one to propose, one to second your nomination);
- (d) Include a statement, **up to 80 words**, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- (e) Each nomination must be received at the academy by 10am on **Wednesday 7 February 2024**. It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the academy. Electronic nominations must be returned to **office@huthwaite.snmat.org.uk**. A sealed ballot box will be available in the school reception area for hand deliveries.

Your nomination should be acknowledged by the Headteacher/Returning Officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the academy. If there are more nominations than vacancies the election will be by a ballot and details will be sent out if required.

All new and re-appointed academy governors are required to complete a declaration of eligibility form and have their identity verified, prior to confirmation of their appointment or re-appointment. New governors also have to undertake a DBS check with the academy. An Enhanced DBS Check covers both spent and unspent convictions as well as cautions, warnings and reprimands. This is compulsory for anyone working with children.

If you have any further queries about the role of parent governor, please contact the Headteacher, other members of the academy governing body or The SNMAT Academy Improvement Administrator.

Yours sincerely



Lynette Hardwick

Acting Head Teacher and Returning Officer