

23rd September 2021

Dear Parents and Carers,

Parent Governor Vacancy

We currently have a vacancy for a parent to join Elmgrove's Governing Body. This position is open to any parent or carer who has a child attending the School or Nursery.

Being a governor is an important role in the life of the School as governors work with the Headteacher in shaping and guiding the progress of the school. Governors are responsible for the strategic direction of the school, making long term decisions about the progress and development of the school. Governors help to appoint the senior staff, they make decisions about the School's budget, they decide on policies for every aspect of the school and they set targets for pupil achievement and attendance. Governors support the Headteacher and School Leadership Team to ensure that the School provides the highest standard of education for every child.

If you are interested in becoming a Parent Governor but feel a little daunted by the responsibility you may be taking on, remember that full training will be available, and you will always act as part of a team. No particular experience or qualifications are required. Your role would be as a typical parent bringing a parent's perspective to the running of the Governing Body and the School.

No special qualifications are needed. However, a DBS check is a statutory requirement and must be applied for within 21 days of election/appointment. The most important thing is to have a keen interest in the school and be prepared to play an active part in the governing board's work.

Governors are expected to prepare for and attend eleven meetings each year which typically take place on Monday evenings at 7pm and last no more than 2 hours. Over the past year, these have been largely held remotely and will continue as such for the time being. School will meet reasonable costs (e.g. childcare) to allow you to attend meetings. Governors must also be able to commit to occasional training courses, visits to the School during the day, at least one per term and must adhere to the Code of Conduct attached to this letter.

If you are interested, please fill out the attached nomination form by proposing yourself, and finding a seconder (who is not related to you), who is also a parent or carer of a child at Elmgrove Primary School and Nursery. Two nomination forms are enclosed as each parent is eligible to nominate themselves and/or to propose another parent. If more than one person is nominated as parent governor then the School will distribute your 150 word candidate summary to all parents and carers and arrange for a vote. The candidate summary is your chance to set out your skills, experience, commitment and how you would contribute to the work of the Governing Body.

More information about the election process (including a list of disqualifications) is on the School website and available from the school office.

Elmgrove Primary School and Nursery
Kenmore Avenue
Kenton
Harrow
HA3 8LU

☎ 020 8909 2992

☎ 020 8909 1477

✉ office@elmgrove.harrow.sch.uk

🌐 www.elmgrove.harrow.sch.uk



If you would like to find out more information about what is involved before you apply, please contact the school office on 020 8909 2992 or the Clerk to the Governors (Ms Tracy Brown) at governors@elmgrove.harrow.sch.uk.

Elmgrove really values a strong parent governor voice. Please return your nomination to School by 3:30pm on Friday 15th October 2021.

Yours sincerely,

S Neary

Miss S Neary
Headteacher