



6 October 2020

Dear Parents and Carers

VACANCY FOR PARENT GOVERNOR

Our school's Governing Body will have a vacancy for one parent governor at the end of 2020. This is open to all parents and carers of children currently at our school. It is an important role, which can be both challenging and rewarding. It provides a great opportunity for the right person to help shape the strategic direction of our school, with the emphasis on enabling each of our pupils to achieve their best.

The Governing Body, together with the Headteacher, has overall responsibility for running the school, with three strategic functions:

- Ensuring clarity of our school's vision, ethos and strategic direction
- Holding school leaders to account for the educational performance of our school and its pupils, and the performance management of staff
- Overseeing the financial performance of our school, and making sure its money is well spent

No specific qualification, knowledge or skills are required, and there is certainly no need to have a background in education; experience gained in any number of fields could be useful. We are fortunate at Wraxall CofE Primary School to have a broad range of skills and experience across our Governing Body, and we are looking for someone to complement and strengthen that. Most importantly, governors need to have enthusiasm, a keen interest in the school, and be willing to take an active part in the Governing Body's discussions and work, which extend beyond attending meetings. All governors must put aside their personal interests and take a strategic view in the best overall interests of pupils and the whole school. You will need to commit an average of 5-10 hours per half-term. Governor training is available, and the new governor will be expected to attend induction training at an early stage.

If you'd like to become a parent governor, please:

- Complete the attached application form
- Write a short personal statement (of up to 250 words) about why you want to be a governor, and summarising your skills and experience from work and other responsible roles
- Email your form and statement to the Clerk to Governors *by 3.30 pm on Thursday 22 October 2020*

If only one application is received, that applicant will be appointed. If there is more than one applicant, the vacancy will be filled by a ballot of all parents and carers, with the applicants' statements published to support the vote.

Please visit the "[Our Governors](#)" page of the school's website (in the "About Us" section) to find out about our current governors, and what governors do. There is also information about the circumstances in which someone cannot be a governor. I encourage anyone who is interested in applying to speak to me before submitting their application; I'll be happy to answer any questions. Please email me at caroline.taylor@wraxallprimary.co.uk. Should you have any questions about the application and appointment process, please contact Cathryn Butler [Clerk to Governors] at cathryn.butler@wraxallprimary.co.uk.

Being a school governor, particularly in the current rapidly evolving education landscape, is a serious commitment; one that provides a real opportunity to make a difference, and contribute to our school's ongoing success. We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Caroline Taylor', with a large, sweeping flourish extending to the right.

Caroline Taylor
Chair of Governors

Enc

WRAXALL CofE PRIMARY SCHOOL

PARENT GOVERNOR VACANCY: APPLICATION FORM

APPLICANT

I, [names in full], _____

of [address] _____

_____ Post Code _____

wish to apply for the parent governor vacancy at Wraxall CofE Primary School, and confirm that I am not disqualified from being a governor for any of the reasons set out [as detailed in the *Governor Ineligibility* document on the school website. (Please scroll down the "[Our Governors](#)" page to find a link to this.)

Email address _____

Telephone number _____ Mobile number _____

I am a parent/carer of the following pupil(s) who is/are registered at the school:

Name(s) _____

Class(es) _____

Signed _____ Date _____

Please print, complete, sign, scan and email your form, with your 250 word personal statement, to Cathryn Butler, Clerk to Governors at cathryn.butler@wraxallprimary.co.uk by 3.30 pm on Thursday 22 October 2020

If you are unable to submit your completed form in this way, please contact the Clerk to Governors (either using the email address above or by asking the School Office to pass on your telephone number) to discuss an alternative

Thank you