LONDON MEED PRIMARY SCHOOL

HONESTY CREATIVITY RESPECT CARE

22nd March 2019

Dear Parent/Carer,

Election of Parent Governor

The school is currently seeking to fill one vacancy for the position of Parent Governor. The term of office is four years.

Attached is a brief description of the role the governing body plays in the life of the school and the expectation the governing body has of its governors.

If you are interested in serving London Meed School as a governor, please complete the enclosed nomination form and return it to the school office no later than 5th April 2019. Your nomination must be supported by the signatures of two other parents/guardians of children attending the school. We require you to include a brief election statement as this will be sent to all parents along with voting papers in the event that two or more nominations are received for the number of posts available.

It is our intention that the successful parent attends the full governors meeting on Thursday 6th May at 10am. Please support your school by standing for election to be a parent governor. If you have any queries about the role or your eligibility to apply, I shall be pleased to answer them.

Yours sincerely,

Ms C J E Reece
Head teacher

Nomination Form Parent Governor **to be returned by Friday 5th April**

Mr/Mrs/Miss _____ (Full Name)
Full Address _____
_____
Telephone Number _____
Parent/Legal Guardian of _____ (Child's Name)

I wish to stand for election as a Parent Governor of London Meed School. The following two parents or legal guardians of children attending the school support my nomination:

	Signature	**Address**
1.	_____	_____
Name	_____	_____
2.	_____	_____
Name	_____	_____

Signature of Candidate: _____ **Date: _____**

Head teacher Ms C J E Reece
London Meed Primary School, Chanctonbury Road, Burgess Hill, RH15 9YQ
Website: www.londonmeed.primary.co.uk
Email:office@londonmeedprimary.co.uk Tel: 01444 232336

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The Governing Body

The Governing body is required to:

- Provide a strategic view of the school
- Act as a critical and supportive friend to the school
- Ensure accountability to the community.

In order to do this, governors need to gain knowledge of how schools are run and how their particular school operates. In order to do this, they need to be trained, attend meetings and to get to know their school.

Meetings

The full governing body meets about six times a year. These meetings are generally either at 10.00am or 6.00pm on a weekday, and last approximately two hours. The governing body does some of its work through working groups. Working groups are set up to address specific issues and meeting times are arranged by mutual agreement, although these do often have to be during office hours. Meetings generate paperwork, with preparatory reading required in readiness for meetings and of minutes afterwards.

There are some specific governor roles, for example the Special Educational Needs Governor and Link Governor. These governors liaise with the school and the Local Authority as and when it is necessary and report back to the whole governing body when appropriate.

Training

The governing body buys into the West Sussex Local Education Authority Governors' Learning and Development Programme. Training courses are provided for new governors on the topics:

- Getting Started
- Being Effective
- Knowing Your School
- Child Protection
- Introduction to the Curriculum
- Introduction to Finance
- Introduction to Personnel
- Introduction to Special Educational Needs.

It is expected that new governors will undertake training. The nearest centre where training is offered is in Horsham and courses are run during the day and in the evening.

As new initiatives are introduced, it is expected that the relevant governors seek training or, if it is a whole governing body issue, that governors attend the training that is arranged at the school. New governors will be given the opportunity to meet with the Head teacher and undertake a tour of the school. They will also be given a handbook of information and assigned a mentor governor.

Visiting the School

All governors are expected to visit the school regularly, the purpose of these visits is very varied and can include pupil or staff interview; to provide information during staff meetings or INSET; to represent other governors at a meeting. All governors are required to undertake a DBS check.

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