16th February 2017

Dear Parent

**Election of Parent Governors**

Every maintained school in England has a Governing Body responsible to the local community for running the school. There are currently 2 vacancies for Parent governors on the governing body and we are inviting parents to put themselves forward for the position for a term of office of 4 years.

The governing body is a group of volunteers who work closely with the

Headteacher and the school to ensure the best for all the children at Bartons. The children are at the heart of everything we do and we are accountable to parents, the local community and the local education authority for the school’s performance and are bound by a code of conduct, which can be found on the school’s website.

**Who do we need?**

Governors do not have to be experts in the field of education or business. However, they must be able to commit to the school's vision and ethos and to improving education for all our children. They need the ability to work in a professional manner as part of a team and to have a willingness to learn.

Your skills and experience can be very useful to the governing body and would strengthen and complement those of our current governors, which include education, finance, health, pastoral guidance, policy compliance and social care.

As a minimum, we expect governors to:

* attend a termly meeting of the full governing body
* sit on one committee, attending termly meetings
* visit the school formally for monitoring purposes, at least once a year
* attend appropriate inset day training
* commit to attend training courses and perform additional research as required

If you are interested in standing for election as one of the Parent governors of the school, please complete the enclosed nomination form, ensuring that you obtain the signature of 2 parents/legal guardians (Parental responsibility) who support your nomination and the school's vision and ethos to improving education for all our children. You must also include a brief election statement. If 3 or more nominations are received, we shall send all parents voting papers, which will include the candidates’ election statements.

In the event of a ballot we have arranged for votes to be counted at a time mutually agreed with all candidates, and each candidate or his authorised representative may attend the count. We shall arrange for all parents to be notified of the result.

We have enclosed a copy of an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor, which you should read carefully. If you have any queries about them or about the procedure, we would be pleased to answer them.

All elected parent governors are required to complete an enhanced criminal record application within 21 days of their election.

Yours sincerely,

Kate Powell Deborah Norris

Headteacher Chair of Governors