



**Headteacher: Heidi Blakeley B. Ed, NPQH**

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Dear Parents and Carers,

The Governing Body of Abacus Primary School has a vacancy for two Parent Governors. I am writing to you to invite you to nominate yourself for election as a Parent Governor.

Abacus can have up to 4 Parent Governors who play a vital role as members of the wider Governing Body. The Governing Body is responsible for directing the conduct of the school and for promoting high standards of educational achievement. The term of office for a Parent Governor is 4 years. Governing Body meetings are held at the school, normally starting at 5pm and generally last no more than a couple of hours. Governors typically attend around 8 term time meetings per year. There are also opportunities to visit the school during the day as part of our regular monitoring activities. Many large employers have a policy on supporting the work of School Governors.

There is no specific experience needed to become a Parent Governor, although there are some statutory restrictions on eligibility (details of statutory eligibility criteria are available on the school website). The most important attributes are commitment, enthusiasm and common sense, along with a keen interest in our children's education. There is plenty of training, help and support available for School Governors. If you are interested, but would like more information, ask to book a meeting with Mrs Blakeley, our Headteacher at the school office.

Nominations must be from parents or carers with children at the school on the day that nominations close. Parents/carers are invited to give a short biography of no more than 60 words which will be included in the ballot paper. The successful candidate must agree to a Disclosure and Barring Services (DBS) check to verify their suitability to have access to children and young people and will not be able to take up their appointment until clearance has been received. The DBS check will be arranged and funded by the school.

If you would like to stand for election please complete the Nomination Form, which is available on the school website and return to the school not later than **Friday 11<sup>th</sup> October 2019**. If you do not have access to a printer, a copy of the Nomination Form can be obtained from the school office. If there is more than one nomination then election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours sincerely

*Jan Myers*

Chair of Governors