



**TATWORTH PRIMARY SCHOOL**  
**School Lane**  
**Tatworth**  
**Somerset**  
**TA20 2RX**

**"A Village Academy"**

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To: All Parents/Carers

19 February 2018

Dear Parent/Carers

Our Board of Governors currently has 4 vacancies, one of which is for a Parent Governor. As a mother, father, carer of a pupil attending our school we would like to invite you to put your name forward for consideration. You are eligible if you have parental responsibility, even if you live at a different address to your child.

### **Parent Governor**

This category of governor is a parent or carer of a pupil attending the school who is elected by the parents/carers to give a parental perspective in discussions and decisions. In addition, it would be expected that Parent Governors bring a range of skills that will help them to contribute effectively to the work of the Board of Governors.

At the moment we are particularly looking for those with accounting and premises management experience.

There are certain circumstances that would prevent you from becoming a governor. A list of disqualification criteria is attached.

### **The Role of Governor**

There are 3 main functions of a governor:

1. Making sure there is clarity in the vision, ethos and the strategic direction of the school
2. Holding the Headteacher to account for the educational performance of the school and the performance management of the staff; and
3. Making sure that the school spends its money effectively

The role of a governor will be:

- A thinking and questioning role not a doing role – the Headteacher and staff are employed to do that.
- Required to get to know the school by knowing its strengths and weaknesses.
- Expected to commit to the time required to undertake the role.
- To always act in the best interests of **all** the pupils in the school to better their outcomes.

The expectations of governors have increased, and it is important to understand that, to contribute effectively, all governors will be expected to:

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- Be committed to upholding the values and ethos of the school.
- Attend and contribute to meetings of the Board of Governors. There are 6 full board meetings and 6 meetings of each of the two major committees per year. Governors would be expected to attend the full board meetings and to serve on one of the committees. There are other panels that, should a governor volunteer to serve on, meet less frequently
- Visit the school throughout the year (at least once a term) in line with the visits schedule linked to driving forward improvements.
- Analyse information, make observations and be proactive in seeking ways in which the school could further enhance outcomes for all pupils.
- Engage in constructive discussions that will involve questioning and challenging points of view.
- Review and agree policies and guidance, ensuring that the school is working effectively within legal frameworks.

The list is probably longer but does give a flavour of the demands that the Board of Governors will face.

### **So why do people do it?**

This is a question often asked; here are a few of the reasons:

- No single governor is expected to know everything about education and, in relation to schools, the law, finance and strategic planning – they are part of a corporate body who have the combined experience, knowledge, skills and commitment to work together to meet the demands effectively.
- It is a fantastic opportunity to give something back to the school and to take an active role in shaping the future and bettering the outcomes for all the pupils within the school and within the wider school community.
- Governors are privileged to be able to see at first hand the impact of the hard work that they put into the strategic planning of the school.

### **The procedure for recruiting a Parent Governor is as follows:**

- A letter is sent inviting nominations from parents and carers pupils attending the school.
- Candidates complete the nomination form and submit a brief summary of their knowledge and experience in areas that can contribute to effective governance, outlining their suitability for the role (100 words maximum). In the event of a ballot, the summary will be distributed to all parents/carers in the school with the intention of helping them to make an informed choice when voting.
- If requested, one of the Co-Chairs or Vice Chair would be pleased to discuss the role in further detail. Please e-mail me ([Llayzell@educ.somerset.gov.uk](mailto:Llayzell@educ.somerset.gov.uk)), or ask at the school office, if you would like me to arrange this.
- Where there is more than one candidate, all parents/carers will be invited to cast a vote in a secret ballot to decide the person in their opinion is the most suitable candidate for the role.

If you are interested in becoming a Parent Governor please complete the attached nomination form and return to me, the Clerk to the Board of Governors, no later than 12 noon on 5 March 2018.

Yours sincerely



Louise Layzell  
Clerk to the Board of Governors