

To parents and carers of pupils at Orchard Park High School

31 January 2020

Dear Parent/Carer,

ELECTION OF PARENT GOVERNORS

I am writing to inform you that we will have 2 vacancies for parent governors on the Orchard Park High School Local Governing Body from 17 February 2020.

This is an opportunity to join the Local Governing Body, to work alongside other governors representing school staff and governors appointed by the Greenshaw Learning Trust and by the Local Governing Body itself.

The role of the school governor is both rewarding to the individual and invaluable to the school. You will need to be supportive of the values of the school and be able to give time and effort to further its ongoing development; support and training is provided.

No specific experience is required however, the Local Governing Body would particularly welcome nominations from parents with experience in:

- strategic decision making
- supporting children
- working on committees
- an understanding of diverse issues.

Parents with previous governance experience are also encouraged to apply.

The Local Governing Body normally meets 6 times a year. As a governor you will be expected to attend these meetings and take an active part in them, help the Local Governing Body make informed decisions, and get involved with the school and its pupils. You may also be asked to be part of a committee or panel which will take on particular tasks in relation to the work of the governing body and the school.

There are rules on a person's eligibility to be a governor, e.g. relating to bankruptcy and criminal convictions, and requirements on disclosure of interests and involvement in other bodies that could impact on the work of the Trust or the school.

For further information on the role of and requirements on a school governor, see the attached 'guide to being a school governor' and 'requirements for being a governor'.

Parents wishing to stand for election are asked to complete the application form enclosed.

Application forms must be returned to the school by the closing date that is **Friday 14 February 2020 at midday**. Completed forms should be marked for the attention of the Clerk to the Local Governing Body. Once your nomination form has been received a meeting will be arranged for you to meet with the Chair of Governors and Headteacher to discuss the role in more detail.

If more applications are received than there are vacancies, a ballot will be held in which all parents and carers may vote, in which case the applicant's personal statement will be made available to all parents/carers to inform their vote.

Should you require any further information please email jadams@greenshawlearningtrust.co.uk.

Yours sincerely

Dawn Deykin – Clerk to Greenshaw Learning Trust
Ms L Smith –PA to the Headteacher and Admissions

Enclosures:

- a. Application form
- b. Greenshaw Learning Trust Introduction to Governance
- c. Greenshaw Learning Trust Trustees and Governors Code of Conduct
- d. Greenshaw Learning Trust Declarations of Interest Policy
- e. Greenshaw Learning Trust leaflet