



St. Cuthbert's RC VA First School

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Head teacher: Mrs C McGregor



Dear Parent / Carer,

St Cuthbert's RC First School Governing Body



We are looking for a parent to join our fantastic team as a Parent Governor!!! All Parent Governors must have children at the school (as parent or carer) and must also be elected by the parents and carers of pupils at the school. The period of office for service as a Parent Governor is 4 years and a Parent Governor do not need to resign from office if his/her child leaves the school, so it doesn't matter what year your child is currently in from nursery to year 4!!

Our Governors have identified the following particular areas which we feel need to be strengthened in our Governing Body.

- *Finance*
- *Legal*

Also, it is important that as a Parent Governor you understand the level of engagement and commitment required in order to be effective in the role and to be prepared for the nature and level of the work that might have to be undertaken. For example:

- *Minimum of termly (3 per year) governing body meetings averaging 2 hours*
- *Additional Committee meetings that might involve school improvement / financial discussions / staffing issues / Property & buildings decisions / policy determination etc.*
- *Specific issues that could involve a series of connected meetings of a confidential nature e.g. capability/disciplinary/complaints*
- *Willingness to undertake induction and other specific training as required*

I am happy to discuss these issues with anyone who may be interested.

The successful candidate will be required to provide proof of identity, and the completion of a declaration form, {including a Criminal Records Disclosure and Barring Form – as applies} to enable the necessary checks to be carried out.

I understand that you may think that this seems overwhelming and that you might be reluctant to step forward but the role of Governor can be hugely rewarding in terms of the impact that you can have on the outcomes for children in St Cuthbert's as well as the opportunity to learn and develop new skills that can be of benefit to you beyond the school community.

If you are interested and wish to be considered for election, please collect a nomination form from Mrs Newton in the school office.

Please return the completed nomination form by **Friday 23rd September 2016.**

Yours sincerely

Clare McGregor

Mrs McGregor
Head Teacher

