

17th March 2025

Dear parent(s)/carer(s),

I am writing to inform you of a vacancy for 2 roles of parent governors on our Local Governing Team at Aldercar High.

Who can stand for election?

To be eligible for the role of parent governor, you must:

- be a parent, carer (or someone who has parental responsibility) for a child at the school.
- be over 18 years of age.
- not hold a position that would lead to a conflict of interest.

The Eligibility and disqualifications to serve as a Local Governor document summarises the circumstances under which someone cannot serve as a parent governor.

The role of the local governing team

The school's local governing team is responsible for:

- developing a vision and strategy for the school.
- overseeing financial performance and make sure money is well spent.
- holding the headteacher to account for the educational performance of the school.
- engaging with young people, staff, parents and the wider school community to understand their views.

The role of a parent governor

As a parent governor, you will work with the Local Governing Team to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective**, but you're not there to speak 'on behalf' of the parent body.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for young people.
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills.
- The specific skills required to make sure the Local Governing Team delivers effective governance.

Expectations of governors

A governor's term of office is 4 years. Governors are expected to attend Local Governing Team meetings 4-6 times per year, each of which lasts approximately 2 hours. You will be required to read paperwork before each meeting.

In addition to this we encourage governors to visit school at least twice per year to observe and understand the school environment. These visits typically last approximately an hour and usually happen during the school day.

Induction and mandatory training will be provided when a governor is elected. Additional training is available when required.

Confidentiality must be maintained at all times.

How to apply

If you have any queries, or are interested in applying for the role, please complete the candidate form included in this letter and return to Olivia Anthony, o.anthony@embarkfed.org.uk by Friday 28th March. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you would like to find out more about the role, please contact Claire Keyte, Chair of Governors, at ckeyte@aldercarhigh.co.uk

Yours sincerely,
Olivia Anthony

Documents provided:

- Parent governor responsibilities
- Eligibility and disqualifications to serve as a Local Governor
- Parent governor election form