

27 January 2012

Letter to All Parents and Guardians

Dear Parent(s)/Guardian(s)

Re Parent Governor Vacancies

Due to the resignation of a parent governor and the end of the period of office of another occurring on 31 May 2012, there are two vacancies for parent governors which need to be filled immediately in the case of one and from 1 June 2012 in the case of the other. The term of office is for a period of four years. A parent governor is not required to have a child at the school for the whole of the time he or she is a parent governor.

We have always looked to have a Governing Body with a varied set of skills and following a recent audit of the skills of current Governors would particularly welcome nominations from candidates with a background in Human Resources, Wellbeing or Health.

Cirencester Deer Park School has always aimed for a partnership with parents, which undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing body's main tasks are to support the school, ensure that pupils receive high quality education and plan for future development and improvement. Governors have a general responsibility for setting the policy and direction to be followed by the School, for seeing that it is run effectively, that it is acting within the framework set by the law, so that it provides the best possible education for all its pupils. Detailed decisions are matters for the Head Teacher. Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community.

Parents are invited to nominate a candidate for the vacant posts. Nominations must be proposed and seconded by parents of currently registered pupils and signed by the nominee. A nomination form is overleaf.

Nominations should be sent to me as the returning officer at the School by **noon on Wednesday 8 February**. If an election is necessary, ballot papers will be distributed on **Tuesday 21 February** for return by noon on **Thursday 1 March**.

Nominees are invited to provide brief biographical information in support of their case, to a maximum of 50 words, on the nomination form. If an election is required, this information will be circulated with the ballot papers.

For your information, the Full Governing Body normally meets 4 times a year usually on Wednesdays or Thursdays at 6pm. It is supported by 4 standing committees Curriculum, Personnel, Resources and Admissions. The first three committees meet three times a year, whilst the Admissions Committee meets twice a year.

Committee meetings are held on Wednesdays, with a few held on Thursdays. All meetings are held at 6.00pm. Each governor is expected to serve on at least one committee. The first Full Governors meeting of this term will be on **Wednesday 28 March at 6pm**.

All Governors are required upon appointment to become Members and Directors of the academy company that owns and has the legal responsibility for the school. For further information for prospective governors, you may like to look at the Gloucestershire County Council website www.gloucestershire.gov.uk/schoolsnet/governors

Please note that for the protection of children all governor appointments are subject to a vetting process and identity check including with the Criminal Records Bureau. We look forward to receiving your nominations.

Yours sincerely

Kathy Jackson
Clerk to the Governors