



FIRS FARM PRIMARY SCHOOL

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Website: www.firsfarm.enfield.sch.uk

Headteacher: Mrs. Nuala Husband

30 October 2023

Dear parent(s)/carer(s),

VACANCY FOR PARENT/CARER GOVERNOR

I am writing to inform you of vacancies for the role of parent/carers governor on our governing board and invite nominations of parents interested in standing for election.

The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

Expectations of governors

- Attendance at meetings
- Maintaining confidentiality
- Committing to training
- Visiting the school
- Time commitment
 - The time commitment for school governors will vary. However, all governors must attend at least 3 meetings of the full board per year alongside committee meetings. The term of office is 4 years.
 - Usually governors sit on a committee focused on an area they have knowledge of, or are particularly interested in, for example the finance committee. Committees generally meet up to 3 times a year.
 - Preparation for meetings includes reading papers and preparing questions for senior leaders is an integral part of the role and a basic expectation.
 - You will also be expected to undertake any training required to enable you to discharge your role effectively.
 - Governors are also expected to visit the school while it is open to pupils at least 2-3 times per year or as directed by the Chair of the Governing Board

Who can stand for election?

Every parent/carer of a registered pupil at the School is entitled to stand for election except someone who is

- an elected member of the Council;
- paid to work at the School for more than 500 hours in a 12-month period.

All prospective candidates should contact the School to request the 'Declaration of Eligibility Form' which they should read, sign and return to the School to state that none of the information applies to them.

The successful candidate will be required to have a DBS check. As this position is exempt from The Rehabilitation of Offenders Act 1974 you will be required to declare all unspent and spent cautions and criminal offences, including any pending convictions. The disclosure of a criminal record or other information will not necessarily debar you from volunteering as a Governor. This will depend on the nature of the position and the circumstances, nature and background of your offence(s).

Parent Governors are representative parents but not parent representatives and bring a parental perspective to the GB discussion. I hope that you will take advantage of this opportunity to become involved in the School.

If you would like to find out more about how you can contribute to governance at the School, please forward your contact details and I will arrange for a Governor to contact you.

We welcome applications from all members of our parent/carer community. The Governing Body is keen to appoint members who have experience/skills in data collection/analysis, finance/accounting, HR, work in education, leadership and management, legal expertise and marketing/communication skills.

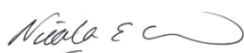
How to apply

If you're interested in applying for the role, please complete the candidate form attached to the letter and return to School office via email - office@firsfarm.enfield.sch.uk. **All applications must be submitted by 12pm on Monday November 13th 2023.**

If we receive more applications than there are vacancies, a voting and ballot process will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, email school office on office@firsfarm.enfield.sch.uk and we will organize a meeting with the Chair of Governors (Corinne David).

Yours sincerely,



Nuala Husband
Head Teacher

