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Dear Parents and Carers

Vacancy for a Parent Governor

In today's assembly, the school and I thanked Mr Jason Vigus for his work as a parent governor for our school since we opened in 2014, as he is stepping down from that role. I am truly grateful for his significant contribution to our development over this time and for his commitment to our children.

As a result of this, I am writing to advise you that we have a vacancy for a parent governor to join the Local Governing Body (LGB) this term. This is an excellent opportunity to become involved in the development of the school and in monitoring school standards, while voicing a parent's perspective on items raised.

The Local Governing Body's essential tasks are:

- to ensure that the school has a clear vision, ethos and strategic direction
- to hold the headteacher to account for the educational performance of the school
- to oversee the financial performance of the school and making sure its money is well spent

Parent governors are full members of the LGB and will be expected to attend a meeting of the LGB and a committee meeting each term. In addition, there will be opportunities to contribute to working parties and project groups as the need arises. The term of office for the role is four years.

In seeking a suitable person, we have identified the following skills that would be particularly useful in strengthening the LGB, although all applications from any interested parent or carer are welcomed.

- A significant understanding of business information systems
- Experience of successful fund raising/external funding sources
- Knowledge of building regulations, estate management and health and safety

Additional information on the role of governors is available from the University of Chichester Academy Trust website (<http://www.unicat.org.uk/become-local-governor>) and from the Department of Education site (www.gov.uk/government/publications/governance-handbook).

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training provided by either The University of Chichester Academy Trust or Hampshire County Council.

Proud to be part of the **UNIVERSITY OF CHICHESTER** ACADEMY TRUST

If you would like to make an application please complete an Expression of Interest form, which is available from Reception or if you would like to discuss the role feel free to contact me.

Completed Expressions of Interest forms should be returned to Reception within 10 school days from the date of this letter. It will be necessary to hold an election should more than one Expression of Interest be received.

Please note that for the protection of children all governor appointments are subject to approval by the Trust and the return of a satisfactory certificate from the Disclosure and Barring Service (DBS).

Yours sincerely

Mrs Sue Patrick
Head teacher