



G A Y T O N   P R I M A R Y   S C H O O L  
G A Y T O N   R O A D   •   H E S W A L L   •   W I R R A L   •   C H 6 0   8 P Z

16th September 2022

Dear Parent

**RE: Parent Governor vacancy**

We are writing to let you know that from September 2022, there is a vacancy for 2 parent governors on our governing board, and to ask for nominations. The governing board, with the head teacher, has overall responsibility for the running of the school.

The governing board is not a platform for personal opinion regarding the education of your child. There are three core functions for the governing board, these are:

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

You do not need any specific qualifications to be a governor. The most important thing is that you are interested in the success of the schools and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board will have a range of skills, and we would welcome nominations in particular from parents with knowledge and experience of: fundraising, income generation and economic policy, finance, IT infrastructure and sustainability.

There are some circumstances under which someone cannot serve as a governor, and these are detailed on the further information sheet attached to this letter. 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.

You should be aware that successful candidates will be required to: -

- undergo a Disclosure and Barring Service (DBS) check
- sign a governors' Code of Conduct
- provide details of relevant business and financial interests
- complete an induction of statutory training and school policies, including ongoing updates - agree to the publication of some details on the school website and on the Get Information about schools service.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school marked for the attention of the Governing Body no later than **7th October 2022 at 9.30am**. You should also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

**Headteacher: Mrs McAleny**

T. 0151 342 3772 • F. 0151 342 8124

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If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Further information about governors and the work they do can be found at:

<https://www.gov.uk/government/collections/local-authority-maintained-schools-governance>

If you would like to know more about the role of a governor at our school please contact Lisa Mann or Lindsay Cowan (Co-Chairs), who would be happy to answer any questions you may have.

Yours sincerely,

Lisa Mann  
Co-Chair of Governors

Lindsay Cowan  
Co-Chair of Governors

Jennie McAleny  
Headteacher

Headteacher: Mrs McAleny

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