

**Headteacher:** Mr Conrad Hutton

**E-mail:**

[trinityprimary.school@gmail.org.uk](mailto:trinityprimary.school@gmail.org.uk)

**Website:**

<http://www.trinityceprimaryschool.co.uk/>



**Trinity CE Primary School**

Littleton Drew Lane

Acton Turville

South Gloucestershire

GL9 1HJ

Tel: 01454 218462

## Parent Governor Vacancy

15<sup>th</sup> April 2015

Dear Parent/Guardian

This letter invites Parents/Guardians of pupils at Trinity CE Primary School to consider standing for election as a parent governor. We currently have a vacancy for one parent governor.

Trinity School governing body has two parent governors who are elected by and from the parents of pupils currently attending the school. Parent governors serve a two year term of office and bring a very important and valued perspective to the work of the governing body.

Experience has shown that governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn. Governors need not be experts in the field of education but your individual skills could contribute to the work of the governing body.

We are currently looking to recruit a governor who has expertise in any or all of the following;

- finance
- budgeting
- experience in sourcing additional grant funding.

If you are someone with the desired skills or relevant experience, would you consider applying? Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team and to be a 'critical friend' to the school through constructive questioning.

Our governing body expects governors to:

- attend six meetings per year of the full governing body;
- join one of the sub-committees, which meets up to six times per year ;
- visit the school formally for monitoring purposes at least once a year;
- visit the school informally at least once a year;
- attend induction training and other relevant training courses.

In return, our governing body commits to:

- provide you with a structured induction;
- provide access to quality training;
- provide you with an experienced governor as mentor.

Please note that for the protection of children governor appointments may be subject to an identity check. Some governing bodies may require governors to also undertake a Disclosure and Barring check (DBS). Before submitting a nomination please ensure that you have read and understood the Qualifications and Disqualifications regulations and that you know of no reason why you would be disqualified from holding the office of School Governor under the terms of these regulations.

[http://www.southglosgovernors.org/content/RoleOfTheGovernor/ClerkToGovernors/index.htm#Eligibility /  
\\_Qualifications and Disqualification Documents](http://www.southglosgovernors.org/content/RoleOfTheGovernor/ClerkToGovernors/index.htm#Eligibility/_Qualifications_and_Disqualification_Documents)

If you would like to put yourself forward as a candidate, please complete and return the attached documents to the school by **Wednesday 29<sup>th</sup> April 2015**.

Your nomination should be accompanied by a succinct personal statement which should include:

- a summary of the skills and experience which you would bring to the governing body;
- your commitment to training and developing the skills to be an effective governor;
- details of your contribution to the work of the governing body during a previous term of office, should you be seeking re-election.

If there is more than one nomination for this vacancy, an election will be held.

Yours sincerely

**Conrad Hutton**  
**Headteacher** (Returning Officer)