



BROOKFIELD JUNIOR SCHOOL



Election of Parent Governors

29 February, 2016

Dear Parent/Carer

I am writing to invite you to consider standing for election as a parent governor for this school.

Every Kent school has a governing body, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period of four years, though they may resign at any time.

Together with the headteacher, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. In order to support governors in their work, the County Council provides full training for all governors at no charge to the individual.

In our school we have three parent governors who serve a term of office of 4 years. The full governing body normally meets once a term usually at 6.30 p.m.

At the moment we are ideally looking for any parent who has skills in marketing the school and community relations with outside agencies. We are also in need of skills relating to premises upkeep and health and safety. However, any parent who has a real passion for supporting the headteacher and the school would be most welcome to apply for the role.

If you would like to stand for election, please complete the attached form and return it to me within two weeks by Monday 14 March, 2016. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with their nomination a short personal statement. The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If we have more nominees than vacancies we may have to conduct an election. The procedure for this will be explained if that necessity arises by providing you with the required information.

I do hope you will consider standing as a governor or else nominating another parent/carers. If you would like more information about being a school governor, please contact another governor or myself for more information via the school office.

Yours sincerely,

Mrs M Blewer
Headteacher

