

St Matthias Church of England Primary School

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Executive Principal: Sian Davies • Headteacher: Lucy Blewett



23 February 2021

Nominations for parent governor of Primary Advantage Federation

Dear parent,

I am writing to invite you to consider standing for the role of parent governor for Primary Advantage Federation's governing body. The governing body has two parent governors and one of these positions is vacant. To stand, you must be the parent or full-time carer of a child in one of the federation's eight schools on both the date nominations close and the closing date for returning ballot papers. Parent governors are elected to serve for a four-year period and can complete their term even if they no longer have a child in a federation school.

There's more information about the federation in *Appendix A: About Primary Advantage Federation*.

Role of the governing body and governors

The governing body, along with the executive principal, has overall responsibility for the running of the federation. Governing bodies have three core strategic functions:

- ensuring clarity of vision, ethos and strategic direction;
- holding the executive principal and headteachers to account for the educational performance of the federation and its pupils;
- overseeing the financial performance of the federation and making sure its money is well spent.

All governors have the same roles and responsibilities. The role and responsibilities of a governor are set out in further detail in the attached governor role description published by the National Governance Association – see *Appendix B: What does a governor do?* Please note that the role relates to all eight federation schools, not just the one your child attends.

Expectations of governors

The main time commitment for governors is preparing for and attending meetings. You will be a member of the Central Governing Board (CGB), which consists of all governors. You will also be expected to be a member of the federation's Business & Finance Committee, which primarily deals with finance and human resources.

We also have Local Advisory Boards for each school and they ensure there is local accountability for the performance of the federation and individual schools and that each school achieves strong outcomes for the pupils and the communities they serve. As your role covers the whole federation, you will not serve on the LAB for the school your child attends.

The CGB, committees and LABs meet at least once a term in the early evening. You will also be asked to serve on ad hoc panels of governors for disciplinary or exclusion appeals or act as link governor on a specific issue, talking to the relevant staff, and reporting to the governing body on progress on a school priority. All meetings are being held remotely via Zoom.

How to apply

If you would like to stand for election or nominate another parent, please complete the attached nomination form and return it to me. Self-nominations will be accepted, but if you are nominating another parent you should seek their consent first. No special qualifications are needed and the most important thing is to have a keen interest in the federation and be prepared to play an active part in the governing body's work. Training is available for all governors and the federation expects that those new to being a governor will attend induction training.

Anyone standing for election is invited to provide a short, typed personal statement (maximum 500 words). The statement should 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 you're interested in applying for the role, please complete the candidate form attached to the letter and return it to me via dhyslop@primaryadvantage.hackney.sch.uk or c/o Holy Trinity Primary School, Beechwood Rd, London E8 3HY. **The deadline is 3.30pm on Wednesday 10 March 2021.**

If there is only one nominee, s/he will be elected automatically as a parent governor. If more than one candidate applies, an election will take place in which all parents and carers with children attending one of the federation's eight schools will be entitled to vote. Copies of candidates' personal statements and the ballot procedure will be circulated to all parents.

Should an election take place, voting will be done electronically starting on 12 March 2021 and ending on 26 March 2021. The winning candidate will be notified on 29 March 2021.

Any questions?

If you'd like to find more about the role, I would be very happy to discuss it with you.

Equally, if you have any other queries about this process, please contact me.

Yours sincerely,

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