



**Newton Leys**  
Primary School & Nursery

**TO: PARENTS/CARERS OF ALL CHILDREN AT NEWTON LEYS  
PRIMARY**

Dear Parent/Carer

## **Parent/Co-opted Governors Required**

*Have you ever thought about becoming more engaged with your child's education, or supporting education in your area? Are you interested in understanding how the school runs the way it does? Are you able to contribute to discussions and listen to other people's views?*

I am writing to inform you that we are looking for a **Parent Governor** and a **Co-opted Governor** for the school's Governing Body.

A school's governing board has three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils and the performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

As a governor, you will:

- promote high standards of educational achievement and success;
- champion children of all abilities and across all backgrounds;
- support the head teacher in delivering objectives and raising attainment, as well as working with the governing body to provide strategic direction;
- be able to offer 6-8 hours of your time each month.

The role of a governor is largely a thinking and questioning role, not a doing role. *We don't spend much time with the pupils and we almost never work directly with the pupils.* We aren't there to judge the staff or carry out inspections. However, **we are expected to get to know the school and understand its needs and challenges.**

There is plenty of support and training for new governors – you are not expected to know it all when you start! But you will be expected to learn and question. More information can be found on the Milton Keynes Governor Services website: <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/leadership-and-governance/information-and-support-for-school-governors/becoming-a-school-governor>

## Key Facts about the Governing Body

- Governing bodies meet once per term in full. Meetings are held in the early evenings and can last for around 2-3 hours.
- In addition, governors are expected to attend at least one of the three committees, who also meet around once per term.
- You may also be expected to support key school events.
- Governors stand for 4 years.
- There are 12 governors in the governing body including staff governors, a governor nominated by the Local Authority and local people who are co-opted for the skills and experience they bring, as well as parent governors.

## How do you become a Parent/Co-opted Governor?

1. First of all **you must be eligible**. For parent governors, this means you should be the parent of a child currently attending Newton Leys Primary School & Nursery. You are not eligible if you are an elected member of the Local Authority, or you are paid to work at the school for more than 500 hours/year.

For Co-opted Governors, this means you should have relevant skills and experience to bring, together with availability and commitment. You may also be a parent, but that is not required. You just need to complete the application form (ask in the school office). This will be considered by the Full Governing Body, who will then contact you.

2. **Parent Governor applicants, must complete the attached Nomination Form**. You can nominate yourself but someone else (who also has a child in the school) must second you. Include **a brief summary about yourself** and why you will be a good governor (no more than 100 words).
3. Nominations must be sent to the school by **Friday 21<sup>st</sup> June 2019**.
4. If the number of nominations is the same or less than the number of vacancies (1) then that parent will be elected unopposed. If there is more than this there will be an election.

## Election Procedure

- Ballot papers will be issued on **Friday 28<sup>th</sup> June 2019**. All parents whose child/children attend this school will be entitled to vote in the ballot and voting will be on the basis of one vote per parent/carer per place available.
- Closing date for voting will be **Friday 12<sup>th</sup> July 2019**. Elected governors will be notified individually and the results will then be issued to all parents.

If you would like to discuss the requirements or responsibilities, please contact myself, or the Head Teacher.

Penny Dent  
Governor