



2nd December 2022

Dear Parent and Carers,

I am writing to inform you of a vacancy for the role of parent governor on our governing body.

The role of the local governing body (LGB)

The school's LGB is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The LGB is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you'll work with the LGB to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the LGB, but you're not there to speak 'on behalf' of the parent body.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills

In addition, the governing board is keen for candidates to have skills in the following: finance, health and safety

Governors are expected to:

- Uphold the objects, vision and mission of Melrose Learning Trust and work in the best interests of the school and its pupils;
- Attend the business meetings of the LGB and any other meetings as required;
- Get involved in the wider work of the LGB – monitoring and reporting on specific aspects of the work of the school;
- Work as a team member of the LGB and not as an individual;
- Show an interest in all aspects of the life of the school;
- Become familiar with the Code of Conduct for Local Governors;
- Attend training and development opportunities that will enhance their skills and understanding of governance;
- Respect the confidentiality of all that is seen and heard.

In return, we hope that the role will give governors:

- A sense of purpose that comes from helping the school and its pupils;
- The satisfaction of giving something back to the community;
- A sense of achievement from helping pupils to excel;
- The satisfaction of developing their own skills and knowledge in order to help them fulfil their duties and responsibilities;
- A pride in their school and all that it achieves;
- Enjoyment from being part of a team that helps to make a difference to the lives of young people.

How to apply

If you're interested in applying for the role, please complete the candidate form attached to this letter and return to the school office marked for my attention by **Monday 12th December**. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact me.

Yours sincerely,

Mrs Aitken
Executive Principal



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'IF YOU BELIEVE YOU CAN ACHIEVE'

Candidate name:	
Candidate address:	
Candidate statement:	<p><i>In this section, outline:</i></p> <ul style="list-style-type: none">➤ <i>The skills and experience you have that the governing body requires</i>➤ <i>Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor</i>➤ <i>If applicable, details of your contribution to the work of the governing board during your previous term of office</i>➤ <i>How you plan to contribute to the future work of the board</i>

I confirm that I am a parent or carer of a registered pupil at the school

Signed: _____ Date: _____

