



## Moorlands Church of England Primary Academy

Headteacher: Mr Kevin Lee

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Diocese of Norwich  
Education and  
Academies Trust

29<sup>th</sup> March 2019

Dear Parent/Carer

### **Election of Parent Governor at Moorlands Primary Academy**

The local governing body is responsible for both the conduct of the school and for promoting high standards. The local governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The local governing body of our school is made up of parent governors, Trust Appointed governors and a staff governor.

A vacancy has arisen for a parent governor on our local governing body. The local governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more than one nomination, then a ballot will be held. Parent governors are elected by the parents or guardians of children attending the Academy. All parents or guardians of children attending the Academy are entitled to propose or second candidates and vote. Nomination papers for this purpose can be obtained at the Academy from the head teacher.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the local governing body. If you think that you have something to offer the school, would you consider applying? Governors also need what are 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, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our local governing body expects governors to

- attend 6 termly meetings of the full governing body
- sit on a committee and attend the meetings which are usually 1-2 a term
- visit the school formally for monitoring purposes at least once a term
- visit the school informally 2-3 times a year
- commit to attend training courses (online or face to face)

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training via DNEAT, the Diocese of Norwich and the National Governance Association (NGA)
- provide you with an experienced governor as mentor

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If you would like to find out more about how you can contribute to governance at our school, please email [enquiries@moorlands.norfolk.sch.uk](mailto:enquiries@moorlands.norfolk.sch.uk) with your contact details and I will pass on your details to the chair who will then arrange a time for a conversation.

The completed nomination papers, **which can be collected from the front office**, must be returned to the above Academy by:

**Friday 26<sup>th</sup> April 2019**

If the number of nominations received is equal to the number of vacancies there will be no need to hold a ballot. If a ballot is necessary, it will be by "postal" ballot and your child will be asked to deliver and return your voting (ballot) paper. One ballot paper per parent or guardian is allowed, irrespective of how many of your children attend the Academy. Ballot papers must be returned in sealed envelopes to the Academy no later than:

**Tuesday 7<sup>th</sup> May 2019**

which will be the "date of the election".

**More information is given in the notes attached and you are advised to read them carefully before taking part in the election.**

Thank you for your interest, and involvement in this important process. If you have any queries regarding this election, please contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Lee', written in a cursive style.

K Lee

Head teacher