



6th November 2018

Dear Parent/Carer

Re: Parent Governor Vacancy

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

The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance.

As clear from our latest Ofsted report, Chamberlayne is on an exciting journey of continual improvement, and the Governing Board is key in continuing to move standards forward, and at pace. The Board is passionate about education, and committed to school improvement that ensures the best possible outcomes for our students; if you are too, we ask that you consider applying for this vacancy.

The role of a parent governor

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

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
- The specific skills required to ensure the governing board delivers effective governance

The governing board is keen for candidates to have any of the following skills/experience

- Finance and Resources
- Business Management
- Community Engagement
- Strategic Leadership

Expectations of governors

The Governing Board meets approximately 12 times per year for either Full or Extraordinary Governing Board meetings. We currently meet at 5pm, with meetings generally running no later than 7pm. We also ask that, where possible, governors periodically visit the school





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during the school day in order to ensure that they really understand the students and community that they are serving.

We ensure appropriate training is provided for all new governors, and we do ask that governors attend training to ensure they are confident in their role. This academic year, we have organised two governor training events that have run from 5pm – 7pm.

Please see our website (www.chamberlayne.org/governors) for more information of what we are involved with, and the information on governors that we are obliged to share

How to apply

If you're interested in applying for the role, please complete the prospective candidate form attached to the letter and return to Mrs Shacklock, Clerk to Governors by 21st November at clerk@chamberlayne.org. Mrs Shacklock will then arrange for you to meet with the Headteacher and/or Chair of Governors so that they can more fully explain the role and answer any queries you may have. If – after you have met the Headteacher/Chair - you remain interested in the role, your application will be put forward. 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 Mrs Shacklock in the first instance

Yours sincerely,

Phil Hand
Chair of Governors

