



Tuesday 19th September 2023

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Dear Parent or Carer,

Parent Governor Vacancy

I am writing to invite all parents/carers to consider standing for election as a Parent Governor on the Edgbarrow Local Governing Body (LGB). There is currently one Parent Governor vacancy.

The LGB know that parents are interested in the education of their children and share the school's commitment to ensuring the best possible education and opportunities for our pupils. One of the most significant ways to build on this is to volunteer to be a Parent Governor.

LGBs involve parents, schools and communities so that decision-making is supported by meaningful engagement.

Enthusiasm and willingness to work as part of the team are far more important than any specific expertise or experience that you may feel makes others better equipped to do the job than you. The main roles of the Governing Body are to provide the strategic direction for the school, to hold the Headteacher to account and to ensure that the school budget is well spent.

The skills you have could be very useful to our Governing Body, we have specific Committees that look after finance and buildings, staffing, pastoral care and curriculum, amongst others. So, if you have a keen interest in any of these, the LGB would really like to have you on board.

All parents or carers are eligible, except elected members of the Local Authority (a Councillor) and those who work at the school for more than 500 hours in a consecutive period of 12 months (at the time of the appointment). The LGB considers it important that its make-up reflects all parts of the local community and is representative of the pupils at Edgbarrow and so we are looking to encourage people from the widest possible range of backgrounds.

Prospective nominees are advised that they will be subject to a check by the Disclosure and Barring Service. Full details of eligibility and disqualification criteria are contained in the guidance for elections and are on the school website or available in hard copy at the school Reception.

If you wish to stand, please complete a nomination form (see attached and also on the school website), have your nomination supported by another parent/carers of a pupil also attending the school and include a brief personal election statement (no more than 200 words) for circulation to voters. Please return it electronically to Celeste Moruzzi, Clerk to the Governors: celeste.moruzzi@edgbarrowschool.co.uk or via the School Reception if in hard copy. All nominations must be received by **9am Thursday 28th September 2023**. No nominations can be accepted after that time.

Yours faithfully

Charlie St Aubyn
Vice-Chair of Governors

What will I be letting myself in for?

Everyone is very friendly, albeit there is a serious role to play. As to time commitment, there are currently six standing Committees: Curriculum/Learning/Outcomes, Effective Governance, Finance/Buildings, Pastoral, School Admissions and Staffing each of which meet once a term for about two hours at 4pm. Normally Governors are asked to serve on two Committees. The Local Governing Body meets on the third Wednesday after half term at 2.30pm, plus one meeting in September so four times a year and these meetings usually end around 6.30pm. All Governors are expected to attend these meetings.

Beyond these regular meetings, Governors are asked to link up with a department in school and visit the Head of Department at least annually to review how that Department has done and identify any issues. There are then all sorts of other areas where you can be involved, depending on how much time you can give - for example Governors recently assisted on the tendering process for the catering contract which entailed them trying out all the various menus from the bidding catering companies...

Once elected as a new Parent Governor, Bracknell Forest offers induction training to fully explain the role of the Governor. It also offers a constantly changing programme of training sessions including Performance Management training and Education Finance training. These typically run for two hours at 7pm and are free to all Governors. A member of the School's Senior Leadership Team (SLT) will invite you into school to go through school related matters with you and introduce you to members of the SLT. New Governors are assigned a current Governor as a Mentor / buddy so they have the security of knowing they can contact a named Governor for support or information for as long as they feel they need to.

Edgbarrow School

Nomination form for the Election of Parent Governor Autumn 2023

1. I wish to stand for election as a Parent Governor of Edgbarrow School.

Mr / Mrs / Miss / Ms/ other _____ (full name)
of _____

(full address)
Email address _____
Contact phone no _____
Parent/carer of _____ (pupil's name)
Signature of candidate _____

2. The following parent/carer of a pupil(s) attending the school supports my nomination:

Mr / Mrs / Miss / Ms/ other _____ (full name)
of _____

(full address)
Parent/carer of _____ (pupil's name)
Signature of supporter _____

3. Please include (overleaf or attach) a brief personal election statement to support your nomination which in the event of a ballot will be circulated to voters (approx. 200 words)

If one nomination is received, the person nominated will be appointed without a ballot. If there is more than one nomination received, a secret ballot will be held. Each parent/carer will be issued with a voting paper via pupil post. If you would prefer to receive the voting paper by Royal Mail, please advise the Clerk to the Governors, Celeste Moruzzi.

The following timetable will apply:

- Last day for returning nominations – **9am Thursday 28th September 2023**

If it is necessary to hold a ballot:

- Ballot paper despatched to parents and carers – **Wednesday 1st November 2023**
- Ballot closed - **Monday 13th November 2023 3pm**
- Count of ballot papers – **Tuesday 14th November 9.15am**

The current list of Governors is available on the school website on the Governors' page. Any of the Governors would be happy to speak to you to answer questions regarding the role. Please contact our Clerk to the Governors, Celeste Moruzzi, via email Celeste.Moruzzi@edgbarrowschool.co.uk and she will put you in contact with one of them.