



Dear Parents

Vacancy for a Parent Governor

I am writing to inform you that we will be electing a new parent governor to join our Academy Governance Committee of our School. Parent governors are very valuable members of the Committee; we rely on them to help us keep in touch with what parents are thinking.

Our Academy is part of Peterborough Diocese Education Trust (PDET) and the Academy Governance Committee (AGC) is a committee of the Trust's board of Directors. The Directors have delegated to the AGC a range of duties/responsibilities. These are outlined in the document called 'The Role of the AGC' which can be found on the PDET website - www.pdet.org.uk.

In your role as a governor, you will be supported in your duties by other experienced members of the AGC, the Headteacher, the PDET's Central Team and the Clerk to governors.

All governors need:

- Commitment to improving education for all pupils;
- Commitment to supporting the Christian ethos of the Trust and the Academy
- Ability to work in a team and take collective responsibility for decisions;
- Willingness to learn;
- To have read PDET's Privacy Notice for Volunteers (a copy of which is attached).

We have identified as an AGC that we need experience and skills in the following areas:

- A point of communication and support between the parental body and school;
- Somebody who relates well with the community;
- Brings a range of skills to enable the AGC to work with the board and the headteacher for positive pupil experiences;
- Commitment to the trust's vision: Learning and Flourishing Together.

We encourage everybody to apply, we are open to a range of skills, however experience in business and/or marketing would be desirable, but not essential.

The level of commitment required is:

- Attendance at 6 AGC meetings per year on a Thursday evening (approx. 2 hours each);
- Attendance at training as required;
- Undertaking structured monitoring visits to the Academy - at least one per term;
- Working outside of meetings reviewing policies and other documents and/or on task and finish groups.

Anyone who has parental responsibility for a pupil on the Academy roll at the time of the election can stand for election and can vote in the election.

Our Academy is totally committed to safeguarding children and so the successful applicant will require a DBS check prior to taking up the appointment.

For more information, please contact: bursar@greataddington.pdet.org.uk.

Parent governors play a vital role in the governance of the Academy, bringing parent viewpoints and insights to the AGC in the interests of the Academy as a whole.

If you are satisfied that you meet the criteria, are eligible to become a governor and wish to apply for this role, please complete a nomination and declaration form. Please include a personal statement of relevant experience and why you would like to become a governor. This statement will be circulated to all parents in the event an election is required. The nomination and declaration form is attached. An electronic version can also be downloaded from the Academy website at www.greataddingtonprimary.org.uk

The timeline of the process is as follows:

1. All nominations and declarations to arrive in the Academy office by 10.00am on Thursday 1st December, 2022;
2. All nominations pre-screened against criteria and experience/skills required Friday 2nd December, 2022;
3. Ballot papers sent out on 6th December, 2022;
4. Voting closes at 10.00am on 15th December, 2022;
5. Successful applicant informed Friday 16th December, 2022;

Ballot forms will be sent home with the children so please check in book bags. Each parent will have one vote regardless of the number of children you have in the Academy. The ballot is secret; you can send or post the ballot papers back in a sealed envelope, or drop it into the ballot box outside the Academy office.

Yours sincerely

Harry Darby

Chair of Governors

Nomination Form

Election for a parent governor at Great Addington Church of England Primary School.

Name:

Child/children in year(s):

Personal statement of relevant experience/skills (maximum [150] words):

Prospective governors should also sign a declaration form:

For office use:

I am willing and eligible to stand for election as a parent governor at Great Addington Church of England Primary School.

I have read the rules regarding the eligibility to become a governor which I received with the nomination form and I have also read PDET's Privacy Notice for Volunteers and note that this will apply should I become a governor.

Full name (please print):

Address:

Telephone:

Signed:.....