15th October 2024

Dear parent(s)/carer(s),

I am writing to inform you of two parent governor vacancies on our newly formed academy committee. Parent governors are elected by and from the parents/carers of children currently attending our school. Parents bring a very important and valued perspective to the work of the academy committee.

**The role of the academy committee**

The school’s academy committee is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school’s educational performance. The committee 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 committee 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 committee, 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
* The specific skills required to make sure the academy committee delivers effective governance

Whilst previous experience of school governance is useful, this is by no means a pre-requisite for this role as full support and induction training is provided. Joining the academy committee will allow you to develop your skills in areas such as strategic planning, experience on a board, decision making, communication and team work.

**Expectations of governors**

In terms of time commitment, we expect that governors will attend up to 8 meetings a year, which take place **on Thursday’s at 4pm** and last approximately 2 hours. It is expected that governors will make use of the various training opportunities available to them and play a full part in the work of the committee which would include visits to see the school in action. The term of office for a parent governor is 4 years.

**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 Clerk to Governors, via: pateman-jennifer@mayfield.portsmouth.sch.uk by **Friday 8th November 2024**. 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 the Clerk to Governors, via: pateman-jennifer@mayfield.portsmouth.sch.uk.

Yours sincerely



Kelly Perrett

Chair of Governors

**Parent/Carer Governor Candidate Form**

|  |  |
| --- | --- |
| **Candidate Name:** |  |
| **Candidate Address:** |  |
| **Candidate Email:** |  |
| **Candidate Statement:** *In this section, please outline why you wish to apply and any experience, skills, abilities and interests that can support the academy committee.* |

Applicants should be aware of the following circumstances which might prevent them from being appointed as a governor:

* Inclusion in the list of those unsuitable to work with children
* Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor
* Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor
* Having received a prison sentence of 5 years or more
* Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor

I confirm that I:

* Am aged over 18
* Am not a current pupil at the school
* Have not been declared bankrupt
* Am not the subject of a bankruptcy restrictions order or an interim order
* Am not subject to any of the disqualifying reasons set out above
* Have not been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine (except for offences specified in the above table which will still count)
* Have not been disqualified from holding office as a governor
* Have not been disqualified from being a company director and/or a charity trustee
* Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
* Have not had my estate seized for the benefit of creditors and the declaration of seizure hasn’t been discharged, annulled or reduced

I wish to submit my nomination for the election of parent/carer governor (subject to DBS check).

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed nomination forms must be emailed to pateman-jennifer@mayfield.portsmouth.sch.uk by **Friday, 8th November 2024.**