

**Headteacher**

John Galvin

**Petworth C of E Primary School**South Grove, Petworth,  
West Sussex, GU28 0EE**Tel:** 01798 342369**Fax:** 01798 343195**E-mail:** [office@petworth.w-sussex.sch.uk](mailto:office@petworth.w-sussex.sch.uk)**Website:** [www.petworth.w-sussex.sch.uk](http://www.petworth.w-sussex.sch.uk)

10<sup>th</sup> November 2016

Dear Parents/Carers

## **PARENT GOVERNORS**

The Governing Body has a vacancy for a Parent Governor and we are inviting nominations from parents/guardians who are interested in the role.

Parent Governors are vital in achieving an effective and well-balanced Governing Body.

Our role is

- To be strategic in helping the school plan ahead by setting aims and objectives
- Setting the budget for the year and monitoring the spending against that budget
- Monitoring and evaluating the progress made on reaching the school's set targets
- Acting as a 'critical friend' by offering support and constructive help

The Governing Body works together as a team. In your role as a school governor you will be supported by other experienced members of the Governing Body, the Headteacher and the Clerk to the Governors. The Local Education Authority also provides extensive training on all subject matters related to governing.

As a Parent Governor you need no formal qualifications, only skills and experience you bring with you. As with all governors, you are expected to abide by a predetermined code of conduct. The role normally runs for a period of four years (even if your child leaves the school during this time), however you can resign from the Governing Body at any time.

All candidates must be a parent or carer of a registered pupil at the school: be enthusiastic and supportive of the school, and be willing to work alongside others in helping the school continue to thrive and prosper.

**If you would like to be nominated to be a Parent Governor please complete the attached nomination form ensuring that you obtain the signatures of 2 parents/legal guardians who support your nomination. You must also include a brief statement. If 3 or more nominations are received I shall send all parents voting papers which will include the candidates' election statements.**

**All elected Parents Governors are required to complete an enhanced Disclosure and Baring Service (DBS) check within 21 days of their election.**

**If you have any questions, please do not hesitate to contact me or a fellow member of the Governing Body.**

**Please return the attached nomination form to the office in a sealed envelope marked “Parent Governor Nomination” by 9am on Friday 25<sup>th</sup> November 2016.**

Yours sincerely

John Galvin  
Headteacher

**PETWORTH C OF E PRIMARY SCHOOL**

**NOMINATION FORM FOR THE ELECTION OF PARENT  
GOVERNOR**

Mr/Mrs/Miss/Ms.....(full name) of  
(full address).....  
.....

Telephone number.....

Parent/Legal Guardian of.....(child's name)

I wish to stand for election as a Parent Governor of the above school. The following two parents or legal guardians of children attending the school support my nomination:

<u>Signature</u>	<u>Address</u>
1. ....	.....
(Name).....	.....
2. ....	.....
(Name) .....	.....

Brief election statement (attach a further sheet if required)

Signature of Candidate.....Date.....

**Nomination forms to be returned in a sealed envelope to the office by  
9am on Friday 25<sup>th</sup> November 2016.**