Dear Parent/Carer,

**PARENT GOVERNOR ELECTION**

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for two parent Governors on our local Academy Committee as we set up Elveden Schools Trust..

The local Academy Committee, with the Headteacher, have overall responsibility for the running of the school. The Academy Committee have three core strategic functions:

* Ensuring clarity of vision, ethos and strategic direction;
* Holding leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
* Ensure the safeguarding of pupils and staff

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body’s work. Training is available for all governors and this governing body has an expectation that those new to being a governor attend induction training. All governors are required to undertake a DBS Enhanced Check.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than 10th May 2024. You must also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

We would be delighted to welcome you to play a supportive role in moving the school forward,

Yours faithfully,

Returning Officer