

PARENT GOVERNOR VACANCY

25th May 2021

Dear Parent/Carer,

We have a vacancy for a parent governor to start in September 2021.

Haveley Hey Community School greatly values our relationship with parents and this is an opportunity for you to become more involved in school life. As a member of the School Community Group, you would take part in termly governing body meetings where important decisions are made about the school. The main tasks of the School Community Group are to ensure that pupils receive high quality education; to plan for future development and improvement; and to support the school.

Whilst specialist knowledge or relevant experience is useful, common sense and willingness to give your time and take an active part in the meetings are essential to the role. Meetings are held after school, between 3.30pm and 5.30pm, each term. You would also be expected to support in the planning and delivery of key community events in school. Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community. We very much hope that parents from all the many communities in the school would be interested in standing.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election and may vote in the election. Usually parental responsibility means someone with whom the child is living, but if you are not sure about this, please contact the school office who will be able to explain in more detail.

The school office should receive all nominations by **3.30pm on Friday 11th June**. If you are interested in the position, you should nominate yourself by completing the form on the back of this letter. If more than one parent completes a nomination form, there will be a vote to decide who will be the parent governor. Candidates need to write a few words (50-100) about themselves and why they wish to become a governor. Please note that candidates are unable to withdraw from the election once ballot papers have been circulated.

Ballot papers and election statements will be sent home with the children on Wednesday 16th June. The ballot will close at 3.30pm on Wednesday 30th June and votes will be counted at 9am on Thursday 1st July. All candidates are invited to observe the count. The returning officer for this election is Sadia Zahid (Trust HR Officer and Administration Manager).

Please be aware that individual pupils are never discussed in governing body meetings. If you have a query relating to an individual pupil, please speak to your child's class teacher who will be able to support you with this. If you would like to know more about becoming a parent governor, you are welcome to speak to myself or Heidi Trelfa, who is a current parent governor.

Yours sincerely

Kat Price

Head of School

Haveley Hey Community School
Nearbrook Road
Benchill
Manchester M22 9NS

Mrs S Spiteri - Executive Head
Ms K Price - Head of School



PARENT GOVERNOR NOMINATION FORM

Full name of NOMINEE (BLOCK CAPITALS):

ADDRESS and POSTCODE:

Parent of: _____ Class: _____

Please include a few details about yourself and the reasons why you wish to become a parent governor (between 50-100 words):

This form must be returned to the school office by 3.30pm on Friday 11th June.

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