

26th June 2019

Dear Parent(s)/Carer(s)

RE: Vacancy to sit on the Birches Head Academy Governing Body

The Birches Head Academy has one position available on the Governing Body for parents/carers of pupils enrolled as at 1st September 2018, and new pupils from September 2019.

For anyone unfamiliar with this role, the Governing Body has local responsibility for the Academy and supports and oversees the management team in place. Its membership comprises of people from a range of backgrounds reflecting the community the Academy serves, and this includes two members of staff and two parents/carers.

Being a member of the Governing Body provides a unique insight into how the Academy works and an opportunity to contribute to its overall future development.

To be a parent/carer governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills
- A willingness to learn and develop new skills

Expectations of Governors includes:

- Attendance at meetings
- Maintaining confidentiality
- Committing to training
- Visiting the school

The normal course of dealing with parental appointments to the Governing Body is by a democratic process of election. If you are interested in applying for the vacant position, please complete the 'expression of interest' form which is attached to this letter. If you would like to talk to me informally about the role before committing yourself, my contact details are jbracegirdle@bircheshead.org.uk. Please leave me a message and contact number and I will call you as soon as I am able.

The length of appointment is four years, or until such time as you cease to have a pupil enrolled at the Academy (whichever is the earlier).

Elections will be held where more than one expression of interest is received. This election will take place by ballot and details will be circulated to all parents/carers after the close of nominations. In the event that only one expression of interest is received by the closing date, then the parent/carer having expressed an interest will stand elected unopposed without there being a ballot.

Completed 'expressions of interest' forms to be returned to: Headteacher's Office at the Birches Head Academy or emailed to me at jbracegirdle@bircheshead.org.uk

All incomplete forms or forms that are received after the closing date will not be accepted.

Kind Regards



J Bracegirdle
Governors Clerk and Office Manager

ELECTION FOR THE POSITION OF PARENT/CARER GOVERNOR

EXPRESSION OF INTEREST

Candidate Name	
Candidate Address	
Name of pupil and year group	
Candidate Statement	<i>Please include details of why you would like to be considered for the position of parent/carer governor.</i>

Candidate's Declaration

I am a parent/carer of a pupil registered at the Birches Head Academy as at 1st September 2019, am properly qualified to stand in this election, and I am willing to have my name put forward as a candidate for election to the Governing Body as a Parent/Carer Governor.

Signed _____

Date _____