

## Abbey School

*an academy within Nexus MAT*

Little Common Lane, Kimberworth, Rotherham, S61 2RA

Tel: 01709 740074 Fax: 01709 553465

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[www.abbeyschool.co](http://www.abbeyschool.co) [www.nexusmat.org](http://www.nexusmat.org)  
Headteacher: Mrs. Luci Windle



19.9.18

Dear Parent/Carer,

### Parent Governor Vacancy

I am writing to let you know that we have two vacancies for parents on the Governing Body of Abbey School and to explain in a little more detail about what the role involves.

### The Role of Governors

Everyone says that the role of governors is increasingly important, especially with the increasing independence of schools as well as the increased scrutiny and accountability of schools and school leaders. As Governors we are not there to manage the day-to-day running of the school – that is the job of the Headteacher. We are there to do three main things:

- (1) To help set the vision and strategic direction of school;
- (2) To hold the Headteacher to account for the school's performance;
- (3) To monitor the curriculum provision and teaching and learning in school.

Another common way of putting the role of governors is to say that our job is to provide a healthy mix of support and challenge.

### Time Commitment

We meet as a full governing body 11-2pm every month. The meetings run within the school day. In addition to the meetings, we require governors to come in to school, usually in the school day over the course of the year to meet with their link member of SLT. These visits usually focus on an aspect of school development. Governors try to attend various school events and may be called upon for other tasks such as: sitting on senior appointment panels or giving particular attention to a specific issue or policy. As well as these activities there is quite a bit to read and most importantly there is an expectation that Governors will attend training sessions in order to ensure that they are up to date on such things as: school performance data; finance; special educational needs; keeping children safe at schools etc. A comprehensive induction programme is provided. A term of office is for four years. There is also a legal duty for employers to allow you reasonable time off work to attend the meetings.

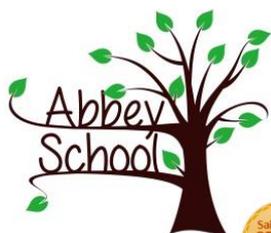
### Eligibility

Anyone who has a child on the roll of the school at the time of the election is eligible to stand.

If you are still interested after reading all the above, I would encourage you to consider putting yourself forward as a candidate. If you would like to speak with me about the role I can also be contacted via the school office.

### Nomination Process

**inspire...Believe...Achieve**



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If you do wish to put yourself forward you will need to complete a nomination form, which is available on the school website and attached to this letter. You will need to produce a short written statement in support of your nomination.

Nomination forms must be returned to the school by Noon on Friday 28<sup>th</sup> 2018 at 10am.

### **Election Process**

If there are more than two candidates an election will be held and this will take place. More details will follow on this.

I hope this is helpful in helping you decide whether or not you wish to stand as a Parent Governor in order to play your part in helping Abbey School not only to retain its very high standards but to be part of the school's development.

Yours sincerely,

Mrs Luci Windle  
Headteacher

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