



28 February 2019

Dear Parent / Carer

Parent Governor election nominations

Cox Green School is currently seeking to recruit one new Parent Governor to join our excellent Governing Board. Cox Green is an Academy Trust and, as such, all Governors become Trustees of the Board.

The role of the Governing Board is a strategic one and its key functions are to:

- Set the aims and objectives for the school.
- Set the policies for achieving our aims and objectives.
- Set the targets for achieving our aims and objectives.
- Monitor and evaluate the progress the school is making towards achievement of our aims and objectives.
- Be a source of challenge and support to the Headteacher (a critical friend).

The Governing Board is keen to hear from anyone who might be interested in becoming a Parent Governor and is committed to improving the outcomes for our students and willing to learn about governorship. Both Parents and Carers are entitled to stand as candidates and submit their own nomination. (People are disqualified from applying if they are an elected member of the Local Authority or work for the school for more than 500 hours.)

We would *particularly* welcome interest from anyone with the following skills and experience – but these are not compulsory nor required to apply:

- Procurement and purchasing
- Chairing skills
- Risk management
- Property and estate management
- Reviewing governance structures
- Possible interest in the future in taking on the role of Chair, Vice Chair of Governors or a Committee Chair.

The Governing Board has access to a range of training resources and actively encourages its members to grow their skills and continue their professional development. We are fortunate in having some highly experienced Governors to act as mentors to new Governors, with a view to them ultimately taking over their responsibilities.

Being a Governor is a voluntary role but does require a high level of commitment.

As a Governor at Cox Green School you would be expected to undertake the following as part of your role:

- Attend Annual Planning / half-termly Governing Board meetings (5 meetings per year, lasting a maximum of 2.5 hours, which take place on Tuesdays 4pm – 6.30pm).
- Undertake new Governor induction training (four x two-hour evening sessions run by the Local Authority).
- Undertake Safeguarding training annually.
- Attend meetings for Committees (all Governors are expected to join one committee (4 meetings per year of 2 hours at various times/days).
- Undertake at least one Governor visit to the school during the year (during school opening hours).
- Prepare for meetings by reading through a wide range of documents.
- In total, we anticipate you will need to spend a minimum of 40 hours in the year on Governor duties.

This role is open to adults aged over 18 years' old who have parental / caring responsibility for a child in the school. To join the Governing Board, you will need to undertake an enhanced DBS (Disclosure and Barring Service) check. The term of office for a Governor is 4 years.

In return we can offer you:

- The chance to influence what goes on in your child's school.
- The opportunity to be part of a team committed to our school and our community.
- Good professional development.
- The opportunity to work collaboratively with Staff and Governors in a fulfilling role.

If you are interested in applying for the vacancy, then please return the enclosed nomination form to the box provided in School Reception by 3.00pm on Friday 8th March 2019. You are invited to provide a brief statement of no more than 300 words providing the following information:

- The skills you can bring to the Governing Board and some evidence of those skills.
- Your commitment to undertake training to acquire and develop the skills to be an effective Governor.

If there is more than one nomination received, a secret ballot will be arranged with ballot papers sent to all Cox Green School Parents and Carers together with details of the ballot procedure. The information you provide on your nomination form will be circulated as part of the ballot.

If you would like to talk informally to learn more about the role of a Governor, then please email Paul Loudon, Chair of Governors (p.louden@coxgreen.com), to arrange a conversation. If you would like to receive further information about the role of a Governor or the Governing Board, then please email myself, p.williams@coxgreen.com.

Kind regards



Mrs Pauline Williams
Clerk to the Governing Board and Returning Officer

Nomination form: Cox Green School Parent Governor

Name (PRINT):

I confirm that I am willing to stand as a candidate for election as a Parent Governor.

Signature: Date:

Telephone number: Email address:

Parent of: Class:

Please include an outline of the skills you can bring to the Governing Board, some evidence of those skills plus your commitment to undertake training to acquire and develop the skills to be an effective Governor in approximately 300 words.

This information will be distributed to all Parents for information in the event of a ballot.

Completed nomination forms must be returned to the box in Cox Green School Reception

by 3.00pm Friday 8th March 2019