

Re: Parent Governor Election

Dear parent or carer,

In March, Leytonstone School will have one parent governor vacancy on the governing board.

At Leytonstone School we recognise that the three main functions of the governing board are strategic, and not operational.

The key focus for the board is to:

- Ensure clarity of vision, ethos and strategic direction.
- Hold the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.
- Oversee the financial performance of the school and making sure its money is well spent.

If you would like to stand as a candidate, please complete the online application here:

<https://www.surveymonkey.com/r/TH6F5MF> as soon as possible and no later than noon on Friday 5th February 2021.

Please be advised that if there is more than one candidate, an election will need to be held but this is a straightforward process. All you need to do is write a short paragraph (no more than 100 words) outlining why you want to become a Parent Governor and what skills you could bring to the board; this will then be sent to all parents with a voting paper.

Should there be only one candidate, the person who has applied to become governor will automatically become our Parent Governor.

As mentioned previously, the work of our governors is very important to the school. Governors are responsible for holding the school to account and therefore it is essential that all governors are committed to their role and attend meetings and training as necessary to continually develop their knowledge. Governors must develop a good understanding of the strengths and weakness of the school in order to work with the senior leadership team to ensure continuous improvement.

The average time commitment for the role of school governor is five to eight hours per month.

All governor appointments are subject to an enhanced Disclosure and Barring Service check (DBS) check. You will be required to disclose any criminal convictions you may have. These will not necessarily bar you from holding office as it will depend on the nature of the conviction.

Yours faithfully,

Ms Jessica McQuaid
Head Teacher