



Cottingham CofE Primary School

Berryfield Road, Cottingham,
Market Harborough LE16 8XY

Head of School: Mrs Niki Delo/Mrs Faye Wason
Executive Headteacher: Mr Ashley Scott



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www.cottinghamprimary.co.uk

Dear Parent/Carer,

Vacancy for a Parent Governor

I am writing to inform you that we will be electing a new parent governor to join our Academy Governance Committee (AGC) at Cottingham CofE Primary School. Parent governors are very valuable members of the Committee; we rely on them to help us keep in touch with what parents are thinking.

Our school is part of Peterborough Diocese Education Trust (PDET) and the Academy Governance Committee (AGC) is a committee of the Trust's board of Directors. The Directors have delegated to the AGC a range of duties / responsibilities. These are outlined in the document called 'The Role of the AGC' which can be found on the PDET website – www.pdet.org.uk.

In your role as a governor, you will be supported in your duties by other experienced members of the AGC, the Headteacher, the PDET's Central Team and the Clerk to governors.

All governors need:

- Commitment to improving education for all pupils.
- Commitment to supporting the Christian ethos of the Trust and the Academy
- Ability to work in a team and take collective responsibility for decisions.
- Willingness to learn.
- To have read PDET's Privacy Notice for Volunteers (a copy of which is attached).

The level of commitment required is:

- Attendance at 6 AGC meetings per year on a weekday evening starting at 6pm (approx. 1.5 hours each).
- Attendance at training as required.
- Undertaking structured monitoring visits to the school – at least one per term.
- Working outside of meetings reviewing policies and other documents and/or on task and finish groups.

Anyone who has parental responsibility for a pupil on the Cottingham CofE Primary School roll at the time of the election can stand for election and can vote in the election.

Our school is totally committed to safeguarding children and so the successful applicant will require a DBS check prior to taking up the appointment.

For more information, please contact David Sharman (Chair of Governors) at d.sharman@cottingham.pdet.org.uk



Parent governors play a vital role in the governance of the Academy, bringing parent viewpoints and insights to the AGC in the interests of the Academy as a whole.

If you are satisfied that you meet the criteria, are eligible to become a governor and wish to apply for this role, please complete a nomination and declaration form. Please include a personal statement of relevant experience and why you would like to become a governor. This statement will be circulated to all parents in the event an election is required. The nomination and declaration form can be found on the last page of this letter.

The timeline of the process is as follows:

1. *All nominations and declarations to arrive in the school office by 10.00am on Friday 18th October.*
2. *All nominations pre-screened against criteria and experience/skills required by Tuesday 22nd October.*
3. *Ballot papers sent out Wednesday 23rd October.*
4. *Voting closes at 10.00am on Friday 8th November.*
5. *Successful applicant informed by Thursday 14th November.*

Ballot forms will be sent home with the children so please check in book bags etc. Each parent will have one vote regardless of the number of children you have in the school. The ballot is secret; you can send or post the ballot papers back in a sealed envelope or drop it into the ballot box that will be placed outside the school office.

Yours sincerely



David Sharman
Chair of Governors

Nomination Form

Election for a parent governor at Cottingham Church of England Primary School.

Name:

Child/children in year(s):

Personal statement of relevant experience/skills (maximum [150] words):

Prospective governors should also sign a declaration form:

I am willing and eligible to stand for election as a parent governor at Cottingham Church of England Primary School.

I have read the rules regarding the eligibility to become a governor which I received with the nomination form, and I have also read PDET's Privacy Notice for Volunteers and note that this will apply should I become a governor.

Full name (please print): _____

Address: _____

Telephone: _____

Signed: _____