



26 January 2022

Dear Parent/Carer,

PARENT LOCAL GOVERNING COMMITTEE MEMBER ELECTION

I am writing to you to invite you to stand for election as a parent local governing committee member or nominate another parent to do so. In our school we have provision for 2 parent local governing committee member (s) and there are currently 2 vacancies.

The local governing body, with the Head of School, has overall responsibility for the running of the school. The board of governors have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Head of School to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

The local governing committee is delegated certain functions by the Nova Education Trust Board of Directors and these responsibilities are outlined in the trust Governance Scheme of Delegation & Structure available for download at: <http://www.novaeducationtrust.net/documents.php>

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing committee's work. Training is available for all local governors and this board of governors has an expectation that those new to being a local governing committee member, attend induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy/one of the academies in the trust.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than 21st February 2022. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

Chair of Governors

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Executive Head Teacher: **Helen Duffy** BA (Hons), QTS, NPQH | Head of School: **Sem Cao** BA (Hons), PGCE, QTS

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