



**SUTTON ST JAMES C.P. SCHOOL**  
Bells Drove, Sutton St James, Spalding, Lincs. PE12 0JG  
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Tel/Fax: 01945 440209  
Headteacher: Miss Claire Willows



Friday 27<sup>th</sup> May 2016

Parent Governor Vacancy

Dear Parent,

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of parent governors, staff governors, co-opted (community) governors and LEA governors.

Two vacancies have arisen for a parent governor on our governing body. The governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more than one nomination, then a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children, and the time and willingness to get involved. The skills you have can be very useful to the governing body. Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our governing body expects governors to:

- attend meetings of the full governing body (usually 4 per school year)
- sit on either the Resources or Standards committee and attend the meetings which are usually 1-2 a term (4-6 per year)
- visit the school formally for monitoring purposes at least twice a year
- visit the school informally at least 3 times a year
- commit to attend training courses, perform additional research as required and take part in monitoring at least one area within the school

In return, our governing body commits to:

- provide you with a structured induction
- provide access to quality training via online and Local Authority run courses
- provide you with an experienced governor as mentor

If you would like to find out more about how you can contribute to governance at our school, please email myself ([claire.willows@sutton-st-james.lincs.sch.uk](mailto:claire.willows@sutton-st-james.lincs.sch.uk)) with your contact details and I will pass them on to the chair who will then arrange a mutually convenient time to speak to you.

Yours sincerely

Claire Willows  
Headteacher  
Returning Officer for Governor Elections