



To: All Parents/Carers

September 2020

Dear Parent/Carers

Parent Director Vacancy – Nominations Close 16 September

The Board of Directors has a vacancy for a Parent Director/Governor. As a mother, father, carer of a pupil attending our school we would like to invite you to put your name forward for consideration.

Parent Director

This is a parent or carer of a pupil attending the school who is elected by the parents/carers to give a parental perspective in discussions and decisions. In addition, it would be expected that Parent Directors bring a range of skills that will help them to contribute effectively to the work of the Board of Directors.

The Role of Director

There are three main functions of a director:

1. Making sure there is clarity in the vision, ethos, and the strategic direction of the school.
2. Holding the Headteacher to account for the educational performance of the school and the performance management of the staff; and
3. Making sure that the school spends its money effectively.

The role of a director will be:

- A thinking and questioning role not a doing role – the Headteacher and staff are employed to do that.
- To get to know the school by knowing its strengths and weaknesses.
- To commit to the time required to undertake the role. (Two full Board meetings per half term, two monitoring meetings per term, plus the occasional committee/panel meeting).
- To always act in the best interests of **all** the pupils in the school to better their outcomes.

The expectations of directors have increased, and it is important to understand that, to contribute effectively, all directors will be expected to:

- Be committed to upholding the values and ethos of the school.
- Attend and contribute to meetings of the Board of Directors.
- Visit the school throughout the year, in line with the School Development Plan, in order to drive forward improvements.
- Analyse information, make observations and be proactive in seeking ways in which the school could further enhance outcomes for all pupils.

Love learning, work together, achieve and shine.

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- Engage in constructive discussions that will involve questioning and challenging points of view.
- Review and agree policies and guidance, ensuring that the school is working effectively within legal frameworks.

The list is probably longer but does give a flavour of the demands that the Board of Directors will face.

Why do people do it?

Here are a few of the reasons:

- No single director is expected to know everything about education and, in relation to schools, the law, finance and strategic planning – they are part of a corporate body who have the combined experience, knowledge, skills and commitment to work together to meet the demands effectively.
- It is a fantastic opportunity to give something back, and to take an active role in shaping the future and bettering the outcomes for all the pupils within the school and within the wider school community.
- Directors are privileged to be able to see at first hand the impact of the hard work that they put into the strategic planning of the school.

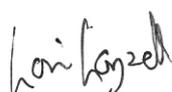
The procedure for recruiting a Parent Director is as follows:

- A letter is sent inviting nominations from parents and carers of a pupil attending the school. (This letter).
- Candidates complete the nomination form and submit a brief summary of their knowledge and experience in areas that can contribute to effective governance, outlining their suitability for the role (100 words max). In the event of a ballot, the summary will be distributed to all parents/carers in the school with the intention of helping them to make an informed choice when voting.
- Current directors of the school, or the clerk, would be pleased to meet with you to discuss the role in further detail if you wish. Please contact me on Llayzell@educ.somerset.gov.uk or telephone the school office.
- Where there is more than one candidate, all parents/carers will be invited to cast a vote in a secret ballot to decide the person in their opinion is the most suitable candidate for the role.

This letter, the nomination form and details of qualifications/disqualification regulations may also be found on our website.

If you are interested in becoming a Parent Director for this school, please complete the attached nomination form and return it to me no later than 12 noon on Wednesday 16 September.

Yours sincerely



Louise Layzell
Clerk to the Board of Directors

