



28 November 2023

Dear Parent(s)/Carer(s),

## PARENT GOVERNOR VACANCIES

I am writing to inform you of 2 vacancies for the role of Parent Governor on our Governing Board. Both vacancies are an immediate start.

### The role of the Governing board

The school's Governing Board is responsible for providing confident and strategic leadership of a Catholic school and creating robust accountability, oversight and assurance for the school's educational and financial performance.

The Board is passionate about Catholic education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

### The role of a Parent Governor

As a Parent Governor, you'll work with the board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the governing board, but you're not there to speak 'on behalf' of the parent body.

To be a Parent Governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to make sure the Governing Board delivers effective governance.

The governing board is keen for candidates to have skills in the following:

- Financial expertise
- HR experience
- Legal expertise

### **Expectations of governors**

The term of office for all governors is **four** years. The Governing Board currently meets collectively three times a year – meetings usually commence at 5.15pm and end at approximately 7:00pm.

All Governors are also invited to join at least one of the school's committees. There are currently two committees in place that meet termly.

All these meetings are held in person and are held at the school, and where additional meetings are required, governors will be given seven days' notice unless there are extraordinary circumstances. Some of these meetings may be joined remotely.

In addition, there is the opportunity as a Governor, where you take responsibility for a specific area of interest, conduct monitoring visits and then report back to the Full Governing Body.

New Governors will receive a comprehensive induction and be assigned a mentor. Full training for the role will also be available. Please note that this is a volunteer position.

We are looking to maintain a diverse governing board in order to help pupils from all backgrounds to reach their potential, and to create a culture of inclusion throughout the school community.



## How to apply

If you're interested in applying for the role, please complete the candidate form attached to this letter and return to **Sandra Moss (Governance professional) [sandramoss@stbernards.southend.sch.uk](mailto:sandramoss@stbernards.southend.sch.uk) or School Office by Friday 8<sup>th</sup> December**. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact me for an informal chat on [Lorraine.lancaster@stbernards.southend.sch.uk](mailto:Lorraine.lancaster@stbernards.southend.sch.uk).

Yours faithfully,

Mrs Lorraine Lancaster  
Chair of Governors