



office@loughtonmanor.milton-keynes.sch.uk

Telephone: 01908 241472

Fax: 01908 242085

Headteacher: Ms Elizabeth Bancroft M.A.

**Paynes Drive
Loughton
Milton Keynes
MK5 8FA**

7th February 2018

Dear Parent/Carer,

Parent Governors Needed

During the Autumn Term, we were unable to fill our parent governor vacancies via the required election process, so the governing board are now able to fill the vacant positions via appointment.

Parent governors are an essential part of the governing body, contributing their 'working' knowledge of the school, and community and bringing both cultural and professional experience with them.

Are you interested in making a contribution to ensuring Loughton Manor First School continues to offer a wide and varied outstanding education? One of the most significant ways you can help is to volunteer to be a governor.

We are also currently looking to recruit a co-opted governor and are looking for someone to strength our Resources Committee – with some experience of budget management, HR or strategic management.

As a governor, you would be involved in a number of activities, such as:

1. Visiting the school to observe the curriculum;
2. Recruiting teachers and members of the senior leadership team;
3. Monitoring the finances;
4. Ensuring children with special needs and disabilities are treated equally;
5. Making sure the school environment is safe and stimulating;
6. Looking for ways to develop the school and help it meet future challenges.

LMFS governing board meetings are held on a Monday evening, starting at 6pm for approximately 2 hours. There are, a total of between 14-16 meetings a year, including all sub committees (Resources, Curriculum, Environment). Whilst all meetings are open to all governors, each governor normally focuses their time and energy on 1 or 2 of the committees and would therefore, on average, attend between 9-13 meetings a year. This equates to approximately between 6 to 8 hours a month, depending on your involvement and position on the governing board.



If you would like to find out more information about becoming a governor, you may find it helpful to take a look at the Milton Keynes Governor Services website www.milton-keynes.gov.uk/mkgovernors and/or have a chat with Rachael Parkin, as Chair of Governors or myself as Headteacher. We can both be contacted via the school office.

If you wish to be considered as a parent or co-opted governor, please contact the school office, by end of the day on Monday 26th February 2018 - leaving details of your relevant qualifications, skills & experience and how you can be contacted. Co-opted governors are appointed by the governing board.

You may be interested in the overall constitution of the governing board and this is as follows:

- 1 LA governor appointed by Milton Keynes Council
- 4 parent governors, elected by parents/carers
- 2 staff governors, including the headteacher
- 8 co-opted governors appointed by the governing board

A person will be disqualified from election or appointment as a parent governor if s/he is:

- An elected member of the LA;
- Paid to work at the school for more than 500 hours in a school year

There are a number of other circumstances in which an individual is disqualified from being a governor, which include bankruptcy and criminal conviction. All newly appointed or elected governors will be subject to a barred list check (formerly known as List 99), which details those people who are prohibited from working with children or young people. Proof of identity will be required. Should you require further information on disqualification clauses, please contact Sara Butler, Governor Services Officer, on 01908 253497.

Yours sincerely,



Lizzie Bancroft
Headteacher