



office@loughtonmanor.milton-keynes.sch.uk

Telephone: 01908 241472

Fax: 01908 242085

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

27th September 2017

Dear Parent/Carer,

Governor Vacancies

Do you feel passionately about the education of your child(ren) and the children of the local community? 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.

The governing board of Loughton Manor First School (LMFS) currently has the following vacancies:

- **1 Parent Governor**
Parent governors are an essential part of the governing board, contributing their ‘working’ knowledge of the school, and community and bringing both cultural and professional experience with them.
- **1 Co-opted Governor.**
We are specifically looking for people with financial management / health & safety / premises management qualifications, skills or experience. Co-opted governors do not need to be a parent of a current pupil and can come from the wider community.

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. 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 myself, as Chair of Governors or Lizzie Bancroft the Headteacher. We can both be contacted via the school office.



If you wish to be considered as a co-opted governor, please contact Beverley Midwood, Administrator to the Governors, via the school office, by end of the day on Monday 16th October 2017 - leaving details of your relevant qualifications, skills & experience and how you can be contacted. Co-opted governors are appointed by the governing board.

The process which has to be undertaken in order to fill the parent governor vacancy is detailed below:

Parents who are nominated for election must be proposed and seconded in writing, with nominations being signed by the proposer and seconder. A parent may nominate her/himself, as long as s/he has a seconder. The person nominated must also state in writing that s/he is willing to stand for election.

The appointment is for a period of 4 years and those eligible to stand must be parents or carers of pupils who are currently at this school. The proposer and seconder must also have a child currently in attendance at the school. A parent whose child leaves the school during his/her term of office may continue as a parent governor for the full period, if s/he so wishes.

The closing date for receiving nominations is end of the day on Monday 16th October 2017. If there is one parent nominated, they will be elected unopposed, but if there are 2 or more candidates for the vacancies, a ballot will be held. If this is necessary, a further letter about the arrangements will be sent to you.

All parents whose child/children attend this school will be entitled to vote in the ballot and voting will be on the basis of one vote per parent/carer per place available. Before the ballot takes place, we may arrange a meeting when parents will have the opportunity to meet the candidates who have been nominated for election. We will also circulate information from the candidates to all parents prior to the meeting.

If it proves impossible to fill the vacancy, the governing board has the right to appoint governors in order to fill the required number of parent governor places on 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.

I enclose a form for use in nominating parent governors, which parents may find useful, but a separate nomination letter is just as acceptable. Please return the form or letter to the school office, for the attention of Beverley Midwood, Administrator to the Governors, by end of the day on Monday 16th October 2017.

Yours sincerely

Rachael Parkin
Chair of Governors