



Sharrow Vale Road  
Hunter's Bar  
Sheffield  
S11 8ZG

Phone 0114 266 0541  
Fax 0114 268 5604

Email  
Website

enquiries@huntersbar-inf.sheffield.sch.uk  
www.huntersbarinfantschool.co.uk

Head Teacher  
Deputy Head

Mrs Catherine Carr  
Mrs Sandra Doyle

CCLF/RCD

15 March 2018

Dear Parents and Carers,

### **ELECTION OF 2 PARENT GOVERNORS TO THE GOVERNING BODY OF HUNTER'S BAR INFANT SCHOOL**

We have **vacancies for two new Parent Governors** at Hunter's Bar Infant School from March 2018.

All governors need a strong commitment to the role and to improving outcomes for children. The Governing Body has an important role to play in seeing that the school is run effectively so that it provides the best possible education for your child. Governors work within legal and policy frameworks to help to determine the strategic direction of the school, ensure pupils and staff are safe and challenge and support the school in tackling weaknesses and bringing about necessary improvements. Governors do not make detailed decisions about the day-to-day management of the school - that is the job of the Head, who discusses all the main aspects of school life with the Governing Body.

Parent Governors play a vital role on Governing Bodies, holding the unique position of having a parental viewpoint of the school. As a Parent Governor, your enthusiasm and commitment will make a valuable contribution to the running of the school. It is important to note that Parent Governors are representative parents, rather than representatives or delegates of parents.

Before you decide whether to stand, you may want to know a bit more about what is involved. Governors don't need to 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. Departing governors have offered valuable expertise including facilities management and health & safety. If you are someone with this experience, would you consider applying?

Governors also need what are 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, inquisitiveness to question, analyse 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. Training is available to increase appropriate knowledge and skills.

Visit our website to find out more:

[http://www.huntersbarinfantschool.co.uk/school\\_community/governors/](http://www.huntersbarinfantschool.co.uk/school_community/governors/)

As a Parent Governor, you will be expected **to attend three Full Governing Body meetings** each year. You will also be expected **to attend six Committee meetings** of the Governing Body and undertake some training to support your role. Formal meetings generally take

place in the late afternoon/evening and last approximately two and a half hours. More informally, each of our non-staff governors link with a class and can visit to gain more insight into daily life at the school. We're grateful that a number also take 'link roles', using their expertise or interests to support the Governing Body's awareness of key areas such as safeguarding, finance, premises, communications or special educational needs.

All governors need to have full commitment to the role; the inquisitiveness to question and analyse; good inter-personal skills with appropriate levels of literacy and sufficient numeracy skills to understand basic data, and the willingness to learn.

- All parents and guardians of children at the school are eligible to stand for election as a Parent Governor.
- If there are more nominations than vacancies, then an election is held. The election will be organised by the Head Teacher and every parent/carer of a pupil in the school will receive a voting paper and will have the opportunity to vote.
- Parents and carers can vote by sending their vote into the School.
- The term of office is 4 years.
- If you wish to stand for election you may nominate yourself as a candidate. If you are interested in this role then please do collect a nomination form from the school office. No proposer or seconder is required but **you must signify your intention to stand, in writing, by Wednesday, 28 March 2018.**

Detailed arrangements, and a list of those standing for election, will be sent out to all parents and carers.\* For further information about the work of school governors in general, visit:

[www.sheffield.gov.uk/schoolgovernors](http://www.sheffield.gov.uk/schoolgovernors)  
[www.education.gov.uk/schools/leadership/governance](http://www.education.gov.uk/schools/leadership/governance)

If you are in doubt about any aspect of parental elections, nominations or appointments, then please do not hesitate to contact us via the school:

- Laura Fitzgerald - Chair of Governors
- Catherine Carr - Head Teacher
- The School Governor Support Team at Sheffield City Council on 250 6868 or 250 6887.

Yours sincerely,

*Catherine Carr*

*Laura Fitzgerald*

Catherine Carr  
Head Teacher

Laura Fitzgerald  
Chair of Governors

\* Please note that there are certain restrictions which prevent a person from standing for election as a Parent Governor.

A person cannot stand for election as a Parent Governor if they are an elected member of the Local Authority or if they work at the school for more than 500 hours in a school year. People who are bankrupt may not serve as Governors, nor may people who have in the previous five years been sentenced to three months or more in prison without the option of a fine, people who have been sentenced to a period of more than two and a half years of imprisonment may not stand within twenty years of that conviction and anyone who has been sentenced to a period of imprisonment of five years or more is totally disqualified. People who are disqualified from working with children may not hold office as a Parent Governor.