



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 November 2016

Dear Parents

ELECTION OF TWO PARENT GOVERNORS TO THE GOVERNING BODY OF HUNTER'S BAR INFANT SCHOOL

WOULD YOU LIKE TO BE A GOVERNOR OF YOUR CHILD'S SCHOOL?

As you may know, a number of places on the Governing Bodies of Sheffield schools are reserved for parents and carers.

We will have a **vacancy for two new Parent Governors** at Hunter's Bar Infant School from January 2017.

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. The Governing Body help to determine the strategic direction of a school, ensure pupils and staff are safe and challenge and support the school in tackling weaknesses and bringing about necessary improvements. This is done within the framework set by legislation and the policies of Sheffield City Council.

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.

The Governing Body are accountable to parents and to Sheffield City Council for the way the school is run, including:

- helping to establish the aims and policies of the school, and improving the standards of education
- deciding the conduct of the school; how, in general terms, it should be run
- agrees and monitors the school improvement/development plan with the Head and staff
- responsible for approving and monitoring the school's budget
- making sure that the National Curriculum and religious education are taught
- selecting the Head and undertaking the Head's performance management
- approving the staffing structure of the school
- monitoring the progress of the post Ofsted action plan after an inspection and monitoring how the plan is put into practice.
- ratifies whole school policies

Governors have a variety of views, skills and experience to contribute to the effectiveness of the school. For further information about the work of school governors:

www.sheffield.gov.uk/schoolgovernors
www.education.gov.uk/schools/leadership/governance

The role of Governor is vital to the education of the children of Sheffield and for this reason we would very much encourage you to consider this role. Support and training is also available from the Local Authority to help any new Governors fully understand their role.

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. All meetings generally take place in the late afternoon/evening and last approximately two and a half hours.

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.

All governors need a strong commitment to the role and to improving outcomes for children; 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 Tuesday, 22 November 2016.**

Detailed arrangements, and a list of those standing for election, will be sent out to all parents and carers.

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.

Should you be in any 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