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www.swanlandeducationtrust.co.uk

Dunswell Academy

VISION STATEMENT

Value, Nurture and Fulfilment
through
Support, Harmony and Praise

11 March, 2019

Dear Parents and Carers

VACANCY FOR TWO PARENT GOVERNORS

The term of office of two of our Parent Governors is coming to an end and the School's Local Governing Body would like to invite you to apply. Any parent willing to undertake this role is cordially invited to apply. To be elected as a Parent Governor, you must be a 'parent' (as defined at the end of this letter*) of a child registered at the school at the time of the election.

What is involved in being a Parent Governor?

The Local Governing Body is composed of a combination of Parent, Appointed and Staff Governors. Parent Governors serve for a period of four years, even though their child may leave the school during that time.

Dunswell Academy became part of Swanland Education Trust in July 2013. As a consequence, the school has more flexibility in how the establishment is resourced and how the curriculum is organised. The responsibilities for the majority of Governors have remained unchanged.

Parent Governors are in a unique position on a Governing Body. Not only do Parent Governors have to work in the best interests of the school, but they have to balance this with their natural desire to see the best outcomes for their own child(ren).

As a Parent Governor it can sometimes feel that you have to know everything about the school, but cannot talk about it; you have to be on everyone's side; if you do not do paid work, people imagine that you have lots of free time ... and you have to be able to juggle all these expectations. As a parent, you will already be an expert juggler, but developing your role as a Governor will take time.

Parent Governors are: –

- well-placed to understand parents' views and to remind the **Governing Body** how matters being discussed affect parents.
- individuals! How you vote on any decision is up to you.
- in a good position to help the **Governing Body** to communicate effectively with parents.
- equal in status to all other **Governors**.

Parent Governors are not: –

- expected to gather the views of other parents and take them to the **Governing Body**.
- simply expected to represent the interests of parents.
- a link between parents and the **Governing Body**.
- expected to vote as instructed by other parents.

What are the good bits about being a Parent Governor?

- You have a very privileged and responsible role.
- You have the opportunity to make a difference, not only for your children, but for children in years to come.
- You have the opportunity to make a difference for other parents and to influence the way in which school works with them.
- You will learn a lot and develop new skills.

What will you have to do?

- Attend **Governing Body** meetings regularly (at least one per term) and play an active role in committees and decision-making.
- Learn all you can about the school.
- Support the leadership team effectively.
- Consider how the **Governing Body** communicates with parents. Could you help them to improve links? Can you help smooth things over, help problem solve and are you good at decision making?
- Learn how the school handles complaints and read the complaints policy. If another parent approaches you with a complaint, advise them to speak to the Head of School.
- Be approachable to other parents, but make sure you are clear about your role.
- Always represent the school positively.
- As a **Governor**, you are one of a group and must never act alone.
- Always support the decisions of the full **Governing Body**. Have your say on decisions in meetings and vote in the way you wish; but then support the outcome of votes – even if you disagree with them.
- Always, always, always observe confidentiality. You will get to know a lot of highly sensitive and confidential information – do not discuss it with anyone who is not a **Governor**.

The links below will give you further information along with an interesting insight into what the role involves. It will allow you to hear the opinions of others who have undertaken the role as a **Governor** in differing capacities and how you could help us as a school.

www.becomeagovernor.com

<http://youtu.be/Hnm6BV5ft-8>

Should you be interested in knowing more about the role, weight of responsibility, range of duties and level of commitment, please contact either one of us at school or Mr Joe Russell (Chairman of **Governors**); he may be contacted during the day by telephone on 07970 284923.

For further information on how to apply and how the appointment is made, please see below.

How to Apply

Under the rules of the Academy Trust, any parent wishing to stand for the vacancies must be nominated by another parent and seconded. The form is attached.

Some circumstances disqualify parents from standing for election to the **Governing Body** but not from proposing or voting for candidates.

Please use the nomination slip attached to this letter and return it to the **School Office on or before 3.30 pm Friday, 22nd March, 2019.**

In the event of an election, it would help the voting parents to make their choice if applicants could provide some comment in support of their application, alongside some brief biographical details (up to 100 words), preferably typed and emailed to: office@dunswellacademy.co.uk.

How the Appointment is Made

Should there be only one nominee then he/she will be elected automatically and unopposed.

Should there be more than one nomination, the successful candidates will need to be elected by the parent body via a secret ballot.

Should an election be necessary, ballot papers will be sent out to all those eligible to vote. The parent polling the highest number of votes will be elected. Further details of the ballot will be circulated if and when necessary, but ideally as soon as possible after the closing date for nominations.

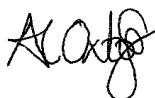
The newly-appointed Parent Governor will receive induction and training where appropriate.

Thank you for considering undertaking this rewarding role. We very much look forward to receiving your nominations.

Yours sincerely



Chris Huscroft
Executive Head Teacher



Alison Oxtoby
Head of School

**A 'parent' for this purpose, is a person with 'Parental Responsibility' as defined by the Children Act 1989. This includes married parents, mothers of non-marital children and divorced or separated parents. It also includes unmarried fathers who are named on the child's birth certificate or who acquire parental responsibility by agreement with the mother or by means of a court order. Guardians can also have parental responsibility.*



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DUNSWELL ACADEMY

NOMINATION FOR THE ELECTION OF PARENT GOVERNOR (March, 2019)

Name of Parent Nominated:	Name of Proposer:	Name of Seconder:
Address of Parent Nominated:	Address of Proposer:	Address of Seconder:
Signature of Parent Nominated: -----	Signature of Proposer: -----	Signature of Seconder: -----

Parents wishing to make a nomination should arrange to have this form completed and returned to the school office on or before 3.30 pm on Friday 22nd March, accompanied by brief comments and biographical details of the nominee. The completed form may also be emailed to: office@dunswellacademy.co.uk.

BIOGRAPHICAL DETAILS (up to 100 words – please continue on a separate sheet if necessary):