



Ms Sue Lovecy, Head of School

12 May 2022

Dear Parent/Carer,

We are writing to inform you of a vacancy for the role of parent local governor on our Local Governing Body (LGB). This is due to one of the current parent local governor's term of office coming to an end on 6 June 2022.

The role of the LGB

The school's LGB is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The LGB is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent local governor

As a parent local governor, you'll work with the LGB to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the LGB is connected with, and is aware of the views of, parents and the local community.

To be a parent local governor you should have:

- A strong commitment to the role and to improving outcomes for children.
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills.
- The specific skills required to ensure the governing board delivers effective governance.

Being a parent local governor can be demanding but very rewarding. All local governors serve a three-year term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governance duties. These include:

- attending meetings of the LGB, usually outside of school hours and contributing to LGB business;
- reading reports and papers and keeping up to date on the progress that the school is making; and
- visiting the school from time to time during the school day.

You will have to undergo a Disclosure and Barring Service (DBS) check and sign the local governors' Code of Conduct. A copy of the Code of Conduct, Role Description and more information about the LGB can be found on LGB's pages of the school's website.

[Local Governing Body Information \(stmartins3-16.org\)](http://stmartins3-16.org)

We have a supportive induction process which will enable a period of settling into the role.

How to apply

If you're interested in applying for the role, please email the clerk to the LGB Carole Warner (carole.warner@318education.co.uk) by 10am Thursday 19 May.

You should also include a personal statement (approximate 250 words) to support your application. We encourage candidates to be succinct when setting out the skills, experience and attributes that they can

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bring to the LGB to support their application. Nominations of other parents will be accepted, but please seek their prior consent.

Applications/nominations can only be accepted from parents or carers who have children registered at the school on the day that nominations close. If we receive more applications/nominations than there are vacancies, an election will be carried out. We will inform you after the nomination deadline if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact the Chair of the LGB Mrs Jan Edmondson (jan.edmondson@318education.co.uk) or the Head of School (sue.lovecy@stmartins3-16.org).

Yours sincerely,

Jan Edmondson
Chair of the LGB

Sue Lovecy
Head of School