



Swanmore Church of England (Aided) Primary School

Church Road, Swanmore

Southampton, SO32 2PA

Headteacher: Mr John Paterson

Tel: 01489 894555

17th April 2023

Dear Parents & Carers,

Parent Governor Vacancy

We have a vacancy for a parent governor which we would like to fill by mid May 2023.

Our school has always aimed for a partnership with parents and this undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. This is a rewarding role!

The governing body's main tasks are:

- to ensure that the school has a clear vision, ethos and strategic direction;
- to hold the headteacher to account for the educational performance of the school and its pupils;
- to oversee the financial performance of the school and making sure its money is well spent.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community. We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

In looking to fill this vacancy the governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the governing body:

- a passion and commitment to improving outcomes for children;
- strong inter-personal skills, collaborative with an ability to question and analyse
- a willingness to learn;
- listening and understanding the views of parents and being able to communicate with them effectively.

Experience in some of the following areas may also be helpful (though not essential):

- previous or current experience of working with children whether in education, health care, social services or voluntary;
- a knowledge of finance, budgeting or fund-raising.

Parent governors will need to be able to commit time to meetings, training and governor duties, which include:

- attending full governing body meetings – two per term;
- being part of at least one sub-committee and attending meetings – two per term;
- additional ad hoc meetings and school visits;
- taking on at least one subject from the curriculum and liaising with the subject lead (teacher) – one meeting per term;
- undertaking two or three training sessions per year (generally via zoom or teams in the evenings) to include safeguarding training;
- supporting fund raising events.

Meetings take place at a variety of times through the week, including evenings and within school hours.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training (which may be online or at local venues)

If you feel you can help in this capacity please contact the school office for an application form which will need to be completed and returned to the school by **12.00 noon on Friday, 28th April 2023**. Please be aware that should we hold an election the 'reasons for applying' and 'experience and personal skills' section of your application form will be circulated to all parents as your election statement.

The guidelines giving full details about how vacancies are filled can be found on the school's website. You should also look at the information for prospective governors on the [Hampshire Governor Services website](#).

Please note that for the protection of children all governor appointments are subject to an identity check.

If there are more applications than vacancies, we will hold an election for the post.

Yours sincerely,

John Paterson, Headteacher/Ian Wollam, Chair of Governors