



**Meadowhead School**

**Academy Trust**

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**Headteacher**

*Kam Grewal-Joy*

**Deputy Headteachers**

*Steve Bacon*

*Tamsin Woodward*

LTA/SGI

November 2021

Dear Parent/Carer

### **COULD YOU BE A SCHOOL GOVERNOR?**

We currently have 2 vacancies for the role of Parent Governor at Meadowhead School in which you may be interested.

Parent Governors bring a wealth of experience and knowledge to the Governing Board and contribute to the successful running of the school. Decisions made by the Board influence the whole school, but Governors are not responsible for day to day decisions – these are the responsibility of the Headteacher and the Senior Leadership Team. Governors set the ethos and culture of the school and support the drive for continuous improvement. We oversee the finances and ensure money is well spent. Responsibility for decisions lies with the Governing Body collectively, not with any one person individually.

The time commitment includes attendance at termly Full Governing Board meetings. Governors are expected to support one of the sub-committees which also meet termly and cover the areas of Pupils, Teaching & Achievement, and Finance & Resources. These meetings are held early evenings, and due to COVID-19 our meetings are currently held remotely although we are hoping to resume face to face meetings in the near future. Governors are also encouraged to attend some of the themed visits arranged during the school day on an aspect of the School Improvement Plan.

There are no set skills required to becoming a Parent Governor – a commitment to children's education and time are all that is needed. You will be offered initial and ongoing training and paired with an experienced Governor to support you. The role is voluntary, meaning it is unpaid. The rewards lie in seeing the school and its students flourish! Most of our team enjoy the role so much they elect to serve a second term of office.

All people over 18 who have parental responsibility for a child at the school are eligible to stand for election as a Parent Governor. If you wish to stand for election you may nominate yourself as a candidate.

If you're interested in applying for the role, please complete the candidate form attached and post to Mrs. Gillott, Clerk to Governors at the school address, or email to [enquiries@meadowhead.sheffield.sch.uk](mailto:enquiries@meadowhead.sheffield.sch.uk) by **Thursday 25<sup>th</sup> November 2021**. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.


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Please note that there are certain restrictions which prevent a person from standing for election as a Parent Governor, including certain criminal convictions. Parent Governors are also legally required to undergo a DBS check, which will be arranged by the school at no cost to candidates.

If you have any queries about this process or would like to find out more about the role, please contact Mrs. Gillott using the contact details above. We would love to welcome some new members to our Board of Governors.

Yours faithfully

A handwritten signature in black ink that reads "Lynda Taylor". The signature is written in a cursive style with a clear, legible font.

Lynda Taylor  
Chair of Governors