



We Make A Difference

**Headteacher**  
*Kam Grewal-Joy*  
**Deputy Headteacher**  
*Tamsin Woodward*

LTA/SGI

September 2024

Dear Parent/Carer

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

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

Parent/Carer 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 Body 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. 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/Carer 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 choose 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/Carer Governor. If you wish to stand for election, you may nominate yourself as a candidate.

At Meadowhead School, we are committed to ensuring that our Governing Body reflects the diversity of our school community. We strongly believe that representation from a wide range of cultures, backgrounds, and abilities enriches our ability to make informed and inclusive decisions. Therefore, we welcome applicants from all backgrounds, including those with diverse cultural heritage, disabilities, and experiences, to ensure our governing body truly reflects the vibrant and varied makeup of our school.

If you're interested in applying for the role, please complete the [online nomination form](#) by **5:00pm on Wednesday 2<sup>nd</sup> October 2024**. If you would prefer to receive a Word version of the form or a

paper form, please contact Mrs S Gillott, Governance Professional via [enquiries@meadowhead.sheffield.sch.uk](mailto:enquiries@meadowhead.sheffield.sch.uk)

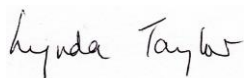
If you require any support with the application process, including submitting a video nomination instead of a written statement, or have any other accessibility needs, please don't hesitate to contact Mrs Gillott at the school. We are happy to provide assistance to ensure that everyone has the opportunity to apply.

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.

Please note that there are certain restrictions which prevent a person from standing for election as a Parent/Carer Governor, including certain criminal convictions. Parent/Carer Governors are also legally required to undergo DBS and other statutory checks 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 governors to our board.

Yours faithfully,

A handwritten signature in black ink that reads "Lynda Taylor". The signature is written in a cursive style with a large 'L' and a long tail on the 'y'.

Lynda Taylor  
Chair of Governors