



10.11.23

Dear Parent

## **PARENT GOVERNOR VACANCIES**

There are currently two vacancies for parent governors on the Governing Body. The purpose of this letter is to invite you to consider serving as a parent governor and to explain the role of the governing body.

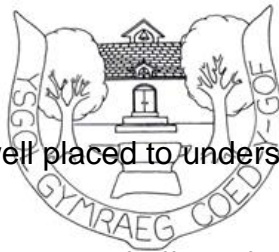
### **The Governing Body's core responsibilities:**

- **Standards** – ensuring a strategic and systematic approach to promoting high standards of educational achievement, attendance and behaviour;
- **Targets** – acting as a “critical friend” setting targets by which progress for pupil achievement and outcomes can be measured;
- **Curriculum** – ensuring all learners have access to a broad and balanced curriculum and that all statutory requirements are met;
- **Determining the aims, policies and priorities of the school** – involvement in the School Improvement Plan, School Self Evaluation and renewal and approval of statutory policies and documents;
- **Finance** – determining and monitoring the school budget
- **Staffing** – deciding the number of staff and involvement in all staffing processes including pay, staff appointments, performance management, suspension, disciplinary issues and dismissal, grievances;
- **Providing parents with information** – Annual Report to Parents, School Prospectus and meetings requested by parents;
- **Inspection preparation and follow up** – including producing an action plan and monitoring progress following an Estyn Inspection;
- **The well being and safeguarding of learners** - including the promotion of Healthy Eating;
- **Awareness of their responsibilities in equality matters and where to seek advice;**
- **Evaluation of the Governing Body's own performance as and when required.**

### **Who are Parent Governors**

Parent governors are elected as representative of the interests of the parents of pupils. However, parent governors are not mandated delegates of parents. They are a member of a corporate body – the Governing Body – and have the same powers, duties and responsibilities as all other governors. Unless specifically instructed by the governing body, they have no individual powers to make decisions. Parent governors are entitled to exercise the same powers, duties and responsibilities as other governors and have the same rights as other governors. Parent governors are a distinctive category of governor

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Pentrebaen, Caerdydd, CF5 3SG  
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Parents elected to represent the school are well placed to understand the needs and points of view of parents.

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Parent governors are elected to serve a term of office of 4 years.

### **What qualifications do School Governors need?**

No special qualifications are needed to be a governor. Governors are given full information on their role from the Local Authority in addition to the opportunity to attend training courses.

All new governors have to complete a mandatory induction training programme. New governors and those undertaking a second term of office also have to complete mandatory training on data. Details of this will be provided by the Local Authority.

### **What do I do next?**

If you would like to be a parent governor, please fill in the nomination form attached to this letter and return it to school by **Friday 24<sup>th</sup> November 2023**. Any nominations received after this date will not be accepted.

If more nominations are received than there are vacancies, an election will be held which would be decided by a simple majority. The timescale for any election would be as follows:-

**Closing date for nominations:**

**Friday 24<sup>th</sup> November**

**Issue of ballot papers (if election is required):**

**Monday 1<sup>st</sup> December**

**Return of ballot papers:**

**Friday 15<sup>th</sup> December**

I hope that you will think about becoming a School Governor. The governing body would welcome your involvement in their essential work to promote the achievement, well-being and development of all pupils at the school.

Please think about it.

Yours sincerely

Ms C E Prytherch  
**Headteacher**  
**Ysgol Coed-y-Gof**