



November 2018

Dear Parent/Carer

## **We are looking for a new parent governor**

We currently have a vacancy for one parent governor on the Local Governing Body, which is open to all parents and carers of children at Finham Park 2. Being a governor is a hugely rewarding experience and gives the opportunity to help shape and guide the development of Finham Park 2.

Clearly there is a time commitment involved - we meet every term with additional meetings and visits throughout the year as needed.

We are especially looking for people with any of the following skills: further/higher education, STEM, careers/business.

Overleaf you will find some further information about being a governor. If you have any questions please feel free to contact me. We would really welcome your involvement and would be very open to discussing how you would be able to contribute to the school.

If you wish to stand as a candidate, please complete and return the attached form in a sealed envelope either by post or handed in to the schools main reception (marked "Parent Governor Nomination Form") to arrive no later than 3pm on Friday 7 December 2018.

This should include:

1. A completed nomination form
2. A small photograph of yourself
3. A short statement about yourself (including reasons why you wish to become a school governor and how you can contribute to the work of the governing body).

## **Eligibility to stand**

All parents and carers of children at the school are eligible to stand as candidates in the election **except**

- If you are an elected member of the local education authority;
- If you are paid to work at the school for more than 500 hours in any twelve month period beginning on 1 August and finishing on 31 July (during 1 academic year).

If there is more than one candidate, an election will be held.

## **Eligibility to vote**

If more than two candidates are nominated, we will notify all parents/carers about the election and will tell you how you can vote.

Each parent will have one vote for every parent governor vacancy.

Yours sincerely

Mr R Plester  
Headteacher

Finham Park 2  
Torrington Avenue  
Coventry  
CV4 9WT

T: 024 7771 0720  
E: [contact@finhampark2.co.uk](mailto:contact@finhampark2.co.uk)  
[www.finhampark2.co.uk](http://www.finhampark2.co.uk)

Headteacher: Russell Plester  
Chair of Governors: Catherine Colby-Johnson



FINHAM PARK  
MULTI ACADEMY TRUST



## **QUESTIONS AND ANSWERS FOR PROSPECTIVE PARENT GOVERNORS**

### **How much time will it take up?**

Meetings of the Governing Body are held throughout the academic year, usually one per half term, from 5:30 – 7:30pm. You will need to spend some time reading the agenda, the minutes and other papers to prepare for a meeting. Governor appointments are for a period of four years.

### **What do governors do?**

Governors are responsible for recommending the strategic direction of the school: they make long term decisions about the progress and development of the school. Governors help to appoint the senior staff, they review the school's budget, make recommendations on policies for every aspect of the school and they recommend targets for student achievement and attendance. Governors ensure that the school provides the highest standard of education for every child.

### **Do I get paid for being a governor?**

No. All school governors are unpaid volunteers.

### **Can I talk to parents or other people about what goes on in meetings?**

You must never identify any individual member of staff or any child. As the governing body acts as a "corporate body" you cannot talk about any difference of opinion during the meeting, you can only report the final decision of the governing body. Part of the agenda is strictly confidential and you must not talk about anything discussed in that section. Governors are asked to agree to a Code of Conduct that will be explained at your first hearing.

### **What are the benefits of becoming a governor?**

You will learn how the school manages its budget, personnel and buildings, and how school policies are developed. Governors have a much greater insight into the workings of a school.

### **Are there any restrictions on becoming a governor?**

Governors must be over 18 years of age; not be bankrupt, nor have served a long prison sentence; and not have been disqualified from working with children. All governors are required to sign a declaration to this effect and a DBS (Disclosure and Barring Service) check will be carried out.

### **If I enjoy being a governor here, can I become a governor of other schools?**

Yes, you can be a member of another school governing body, but you cannot be a member of more than two governing bodies.



## NOMINATION FORM

I would like to nominate myself/or\* \_\_\_\_\_ (Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Tel No.)

**As a parent governor at Finham Park 2:**

I am a parent/carer of \_\_\_\_\_ (Name of Child)

\_\_\_\_\_ (Signature)

\*Please delete as appropriate. If you are nominating someone else, please check first that they are willing to stand and ask them to sign below.

\_\_\_\_\_ (Signature)

**All governors are required by law to undergo a check on their suitability to serve. This will be a DBS Check (Disclosure and Barring Service).**

**This information is for monitoring purposes only and will not be shown on information sent to parents.**