



Great and Little Shelford C E (A) Primary School,
Church Street, Great Shelford, Cambridge, CB22 5EL

Tel: 01223 843107
office@shelford.cambs.sch.uk
www.shelfordschool.org.uk

We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners

Headteacher: Mr. Chris Grey PGCE, MEd

Friday 26th May 2023

Dear parent(s)/carer(s),

We are writing to inform you of one vacancy for the role of parent governor on our governing board.

The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll play part of an important role in ensuring that the governing board is connected with the school community. Although elected by parents, parent governors are not mandated delegates. The role will involve communicating with and getting to know other parents. All governors make their decisions and vote according to what they believe to be in the best interests of the pupils and the school. Within corporate responsibility, you will reflect the final decisions of the board – irrespective of personal opinion.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children;
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills.

More information on skills can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf

<https://www.inspiringgovernance.org/volunteers/about-the-role/>

<https://www.nga.org.uk/Be-a-Governor/Be-a-Governor.aspx>





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Expectations of governors

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice and training are available from various sources. If you are interested in the education of your child and the way the school makes decisions and have some time to commit to this role we would like you to consider becoming a parent governor.

The Full Governing Board meets twice per term, in the evening, for two hours. You will also be required to sit on at least one other Committee, which will generally meet once per term. If work commitments allow, you would also be asked to occasionally attend school during the day, for example for monitoring visits. The term of office is four years. Reasonable expenses will be reimbursed (for example to cover childcare during your attendance at a meeting).

How to apply

If you're interested in applying for the role, please complete the candidate form attached to the letter and return to the school office by email or hard copy by **1pm on 9th June 2023** (Office@shelford.cambs.sch.uk). 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.

If you have any queries about this process or would like to find out more about the role, please contact Anna Caroe, Chris Grey or any current Governor.

Yours sincerely,

Anna Caroe, Chair of Governors

Chris Grey, Headteacher

