

Monday 16th March 2023

Dear Parent/Legal Guardian

**Re: Parent governor vacancies (x1)**

Dane Bank Primary School needs to find a Parent Governor to join its new Local Governing Committee (LGC). These are voluntary and potentially very rewarding roles.

Please see the details below about the role and the time commitments involved.

If you are interested in nominating yourself for a parent governor role, you will need to complete a nomination form. There are two ways to get a nomination form:

1. Collect a form from the school office; or
2. Request a form to be sent to you by email by contacting me at [srhodes@clitrust.org](mailto:srhodes@clitrust.org), with the subject of the email stated as 'Dane Bank Parent Governor election'.

Completed forms can be handed in to the school office or returned by email to me at [srhodes@clitrust.org](mailto:srhodes@clitrust.org). All completed forms must be returned **no later than 15:30 on Friday 3<sup>rd</sup> November 2023**.

Please note:

- Each parent/legal guardian of a child/children attending the school is eligible for nomination. All governors are asked upon appointment to confirm they are not disqualified from holding a governor role, and all governors are required to submit to a request for a Disclosure and Barring Service Certificate.
- If you wish to nominate yourself, you will need to ask two other parents/legal guardians of children who currently attend Dane Bank to support your nomination. They can do this by entering their details on the nomination form – these are the boxes marked 'proposer' and 'seconder'.
- If we receive more than one nomination, a ballot will be carried out. It is therefore essential that you write a brief statement outlining your skills, experience and motivation to help parents decide who to vote for in the event of a ballot. Your fellow parents/legal guardians will want assurances that you will make a meaningful contribution to the LGC and will use this opportunity to support and challenge school leaders.

If you would like an informal conversation about the role, you can contact me by email at [srhodes@clitrust.org](mailto:srhodes@clitrust.org).

Yours faithfully,

**Steph Rhodes**  
Governance Administrator  
CLIC Trust

## **Dane Bank's governance arrangements**

All of the schools in CLIC Trust have an LGC, perhaps more commonly referred to as the school's governors\*. An LGC has between 8 and 12 governors. Two of the governors must be parents/legal guardians and there must also be two members of staff. Parent and staff governors must be elected by their peers. The other members of an LGC are called 'co-opted governors' and are people from the local community who have been recruited and appointed because of their specific skills and experience.

Currently, Dane Bank have 4 Co-opted governors, 2 staff governors and 2 parent governors; however, the term of office for one parent governor is due to expire in November 2023, so we now have a vacancy on the board.

### **The role of an LGC**

The LGC must hold school leaders to account for the performance and management of the school. They do this by receiving reports on various aspects of school life and meeting regularly to question senior executive leaders about the information they have read and scrutinised. By providing constructive challenge to the senior executive leaders, the LGC works to ensure good outcomes for all pupils. Primarily, the LGC will be asking questions of the headteacher, who is well aware of the importance of robust and effective governance in helping the school to progress on its school improvement journey.

### **The role of a parent governor**

Parent governors are valuable to the LGC and help to bring the perspective of the parent community. Please note, however, that parent governors are not intended to be parent 'representatives' and, like all governors, parent governors are expected to act in the best interests of the school. Parent governors must be able to remain objective, despite their natural desire to see the best outcomes for their own children. You will need to feel comfortable asking questions of the school's senior leaders in a constructive and objective fashion, and an ability to think strategically about school development priorities. There is scope for this to be a very rewarding voluntary role, offering personal development opportunities and a closer connection to the school your child/children attend.

### **Time commitment**

There are 4 meetings currently set out for this academic year for the LGC at Dane Bank to meet, the next meetings being scheduled for Wednesdays in February, May and July. Meetings typically last for two hours after school (currently 16.30-18.30). Reading the agenda and papers to prepare for these meetings will take, on average, one to two hours.

In addition, most governors take on a 'Link Governor' role, undertaking termly visits to school and reporting to the rest of the LGC on a specific aspect of school life.

Governors are also encouraged to attend training sessions throughout the year to ensure they have the relevant skills and knowledge for the role. No prior governance experience is necessary as an induction will be provided, together with ongoing support and training.

Finally, governors may be required to attend one-off meetings from time to time, such as an Ofsted inspection meeting.

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\* Please note, the governors on an LGC in an academy trust perform a different role to governors in a school maintained by the local authority. CLIC Trust has a Board of Trustees, and it is at this level where many of the governance decisions are made, including the approval of budgets. Local governance, is however, vital for effective and informed governance.