Dear Parent / Carers,

We currently have a position for a Parent Governor on the Governing Body of Burscough Village Primary school.

Parent governors are elected by the parents of pupils to serve a four-year term of office. You may, if you wish, put yourself forward as a candidate, using the attached Nomination Form. Below is further information outlining the school requirements from our governors with some Frequently Asked Questions. We would urge anyone who is considering the post to speak to me with any questions.

Being a governor of our school does require a large commitment of time to attend meetings, which are sometimes held during the school day. Please ensure you understand the amount of commitment needed. This is an excellent opportunity to be involved in the future developments of our school to help provide the best possible education and school experience that we can for the children.

The governing body is also a several slots for co-opted governors. If you know of anyone that may interested in volunteering at our school, we would love to hear from you. As a school we look for a range of governors from all different professional backgrounds and skills, please ask them to contact the school. <https://www.burscough.lancsngfl.ac.uk/about-us/governing-board-membership>

Please read the information given with the Nomination Form.

The timetable for the Election is:-

1. Nomination Form must be returned to the school office by 9 am on Monday 4th December 2023
2. If needed, ballot papers to be sent to all parents on Tuesday 7th December 2023.
3. Ballot Papers must be returned to school by 9:30 am on Tuesday 19th December 2023.
4. The votes will be counted on Tuesday 19th December 2023, after which the result will be announced on Wednesday 20th December 2023.

Governors have an important and influential role to play in the life of our school. I do hope you will be able to take part in this election by becoming a candidate or through casting your vote when the time comes.

If you require any further information about being elected to the Governing Body, please do not hesitate to contact me.

Yours sincerely



Miss A Smith

Headteacher

**A message from Burscough Village Primary School Chair of Governors; Belinda Matchett -**

*Our school needs you – we have a space on the governing board for a parent governor and I urge you to consider if this is something you feel that you could do for the school. Please be aware that this does involve commitment of time and it is not just a chance to be nosy about what happens in the school, it is a very responsible position and does involve discretion and commitment to undertake some governor training courses, these can often be done online.*

*Yes, this is a voluntary post; Yes, there is a good deal of commitment required and No, there is no pay but it is a highly rewarding thing to do to help the school and to give something back to your local community.*

You can read more about becoming a parent governor on the below website –

<https://www.nga.org.uk/Governance-Recruitment/Be-a-school-governor-or-trustee.aspx>

**Frequently Asked Questions**

**Will it take up lots of my time?**

*A governor will be expected to attend a full governors meeting once per term (there are 3) and at least one other committee (there are 3 committees and each one meets once per term) which they are asked to volunteer for. Meetings on average take approx. 2 hours. There will obviously be additional reading of documents outside of the meetings and occasionally you may be asked to attend ad hoc events, training or meetings. This is all term time only. In total approx. 6 hours per month.*

**Will I be pressured by other parents to bring up certain issues?**

*As a parent governor, you are not a delegate of the parents and do not speak 'on behalf' of the parent body. Your role and responsibilities as a parent governor are no different from those of the other governors who have been co-opted onto the governing board.*

**I don’t have experience of sitting on a board?**

*School governors are the largest volunteer force in education, with around 250,000 governors in the UK. The governing board is made up of a number of people with lots of different skills and experiences. Every new and existing governor has the opportunity to attend training sessions and this is something that the school is passionate about and encourages.*

**I am sure there will be another candidate - someone else will do it?**

*To reiterate that the role is important and the school needs volunteers to help develop and promote the school. We encourage everyone with an interest to come forward to speak to Miss Smith or Belinda Matchett – b.matchett@burscough-pri.lancs.sch.uk*

Parent Governor

Biographical Details

Candidates are asked to supply information about themselves on this page, which they believe will help parents to decide to vote for them in an event of an election.

Deadline - 9 am on Monday 4th December by 2023.

(Approximately 60 words)

Candidates Name

Signature

(No additional sheets will be considered)