10th September 2021

Dear Family

I am writing to inform you of two vacancies 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, 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 learners.

The role of a parent governor

As a parent governor, you will work with the board to ensure it effectively carries out the duties referred to above. You will also play a vital role in ensuring that the board relates to, and is aware of the views of, parents and the local community.

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
- The specific skills required to ensure the governing board delivers effective governance

The governing board is keen for candidates to have skills in the following:

- Finance
- Legal
- HR
- Education and Health
- Health and Safety
- Fundraising

Headteacher: James Saunders MBA

Honywood School Westfield Drive Coggeshall Essex CO6 1PZ. Tel: 01376 561231 email: admin@honywoodschool.com

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Expectations of governors

Governors are expected to commit to the role and should be able to do the following:

- Attendance at meetings over the year (minimum of 4 full governing body meets and 3 committee meetings
- Maintaining confidentiality
- Committing to completing training
- Visiting the school twice a year

Please contact Miss Giles, Clerk to Governors, on clerk@honywoodschool.com if you would like more information on how we can help with expenses such as travel expenses to and from governor meetings.

How to apply

If you're interested in applying for the role, please complete the candidate application and return to Miss Giles on clerk@honywoodschool.com or via the School Office by 9am on Monday 27th September. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you nearer the time if we need to do this. Should you wish to visit the school ahead of making an application please email clerk@honywoodschool.com and Miss Giles will arrange an informal meeting with the Headteacher.

If you have any queries about this process or would like to find out more about the role, please contact Miss Giles on clerk@honywoodschool.com

Yours sincerely

James Saunders
Headteacher

Application for Parent Governor

Candidate name:	
Candidate address:	
Candidate statement:	In this section, outline: • The skills and experience you have that the governing board requires • Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor • If applicable, details of your contribution to the work of the governing board during your previous term of office • How you plan to contribute to the future work of the board Please continue on a separate sheet if necessary.

I confirm that I am a parent/carer of a registered learner at the school/at one of the schools in the academy trust and am not:

· An elected member of the local authority
· Paid to work in the school for more than 500 hours in any consecutive 12-month period

Signed: _____ **Date:** _____