



**St. Joseph's Catholic V A Primary School**  
**Bristol Road**  
**Portishead**  
**North Somerset**  
**BS20 6QB**

**Telephone: 01275 848367**

email: [cofg@staff.st-josephs.n-somerset.sch.uk](mailto:cofg@staff.st-josephs.n-somerset.sch.uk)

28 March 2019

Dear Parents and Carers,

I am writing to inform you of a vacancy that will shortly arise for a parent governor on our governing body.

### **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 will work as a member of 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 is connected with, 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

Governors are expected to:

- Attend meetings of the Governing Body and any Committee to which they are appointed
- Maintain confidentiality
- Commit to training
- Visit the school from time to time.

**How to apply**

If you are interested in the role, please complete the candidate form attached to this letter and return it to me at the school office or by email by 23 April 2019. If we receive more than one application, a secret ballot will be carried out. I will inform you closer to the time if we need to do this.

If you have any queries about this process or would like to find out more about the role, please contact me or any of our current governors, including Mrs Jackson. All their names are on the school website.

Yours sincerely,

**Michael Flexman**

**Chair of Governors**

<b>Candidate name:</b>	
<b>Candidate address:</b>	
<b>Candidate statement:</b>	

I confirm that I am a parent or carer of a registered pupil at St Joseph's School and am not:

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_