11th June 2019

Dear Parent/Carer,

Saffron Walden County High School; Parent Governor vacancies – Nominations invited

There are currently two vacancies for parent governors on our school’s governing body and I am writing to invite nominations from parents and carers to fill these important posts. Parents and carers can either submit a self-nomination to stand for election, or nominate another parent to do so with their agreement.

Parent governors play a vital role as members of the governing body, which is responsible for overseeing the management of the school and for promoting high standards of educational achievement. The term of office for parent governors is four years. Training is available for all governors and those new to this role in a secondary school are required to attend induction training. Over many years parent governors have made an enormously valuable contribution to the school through their professional expertise and insights into the education their children have received. This is an opportunity to support the school in our drive to raise standards further. Whilst County High is an Academy and, ultimately, is the responsibility of the Saffron Academy Trust, the governing body has a very high level of delegated responsibility.

Being a parent governor is a demanding role which requires a wide range of skills and experience. In addition to full governing body meetings, governors are also members of up to two committees, usually attending a maximum of around 10-12 meetings per year. Meetings are held on Mondays at County High and usually start at 5pm, although this can vary. Governors may also be asked to attend additional meetings if required and are expected to play an active part in the governing body’s work.

If you would like to stand for election please complete the attached nomination form (Appendix B) and return it to the school no later than 5.00pm on Wednesday 26th June. Paper copies should be marked for the attention of Mrs K Hutchinson (Clerk to the Governing Body). Alternatively, electronic copies should be emailed to the Clerk at kathleenhutchinson@saffron.academy. Nominations must be from parents or carers with children at the school on the day that nominations close. Parents/carer putting their names forward are invited to provide some brief biographical details, including a summary about their skills, knowledge and experience, limited to not more than 250 words and suitable for inclusion in the voting process. Anyone standing for election must certify that he/she is not disqualified from serving as a school governor for any reason (see Annex F attached: “Qualifications to and Disqualifications from serving as a School Governor”). Anyone appointed to the governing body will be required to undertake an enhanced disclosure and barring service check, the cost of which will be covered by the school.

If there are more nominations than vacancies all parents and carers will be given the opportunity to vote via a secure, online process, details of which will be circulated in due course. Following the election, a skills audit of the governing body will be carried out and we may seek to appoint further governors at that stage.

Yours sincerely,

Ms Sarah Dignasse
Chair, SWCHS Local Governing Body