



SHINE Multi Academy Trust  
Whitemoor Academy  
Bracknell Crescent  
Whitemoor  
NG8 5FF  
0115 9786351  
clerk@shine-mat.com

Academic year 2021/22

Dear Parent/Carer,

## Parent governor elections

When a parent governor vacancy exists on one of our local governing bodies, we warmly welcome nominations from our parents/carers who wish to stand for election. However, I thought it may be useful to write to you to explain the role of a parent governor to help you understand what is involved.

Parent governors hold the unique position of representing a parental viewpoint. Through your children you will have first-hand experience of the curriculum and how the school is perceived from a stakeholder's point of view. You will be able to bring this perspective to the strategic management of the school.

A parent governor must have:

- an interest in improving the futures of all children
- a desire to make a difference
- a willingness to accept responsibility
- an ability to work in a team, ask questions, listen and learn

A parent governor is a representative and not a delegate of parents/carers. As a parent governor, you should not vote in a particular way because you have been pressed to do so by parents.

Objectivity is essential. You are not there to promote the interests of your own children but all children. Parent governors are elected by other parents/carers and it is important to establish a rapport with the parental body that elected you, whilst continuing to maintain a strategic approach to school governance.

Company number 081634448

Chief Executive Officer: Mrs Judi O'Leary

Registered company address: SHINE Offices, Whitemoor Academy, Bracknell Crescent, Whitemoor - NG8 5FF



## **An effective parent governor will:**

- offer support to the Headteacher and senior leadership team
- act as a critical friend (support and accountability)
- help to decide the priorities for improving the school
- make themselves available to parents/carers and listen to other parents'/carers' opinions and take account of them as you contribute to local governors' decisions
- work in partnership with the Headteacher, senior leadership team and cooperatively with other local governors to raise standards and improve outcomes for all children
- prepare for meetings by reading papers beforehand
- take responsibility for their own learning and development as a local governor including attending training
- attend local governing body and relevant committee meetings promptly, regularly, and for the full time
- read briefings and newsletters for local governors
- present a balanced view of issues representing different sections of the community
- promote the interests of the school in the wider community
- be loyal to the decisions made by the local governing body
- respect the confidentiality of the local governing body's affairs
- never promise to 'solve a problem' on their own
- never press their own child's case at the expense of others
- declare an interest and withdraw from any meeting where they, a partner, close relative or associate stands to gain, or where they are so close to a matter discussed it is difficult to be impartial
- be aware of their broader responsibilities to a public institution, including the need to promote accountability for the actions and performance of the school

## **Time commitment**

It is vital that those considering standing for election ensure they have sufficient time to devote to their role as a local governor. The local governing body meets at least three times per year (once per term). The local governing body also has one sub-committee, which each meet at least three times per year (once per term).



Local governors are also asked to attend other meetings of working groups or panels that may be required, for example, to carry out deeper investigation into specific issues as they arise. These meetings can take place before, during or after the school day.

Each local governor is also linked to one area of responsibility (such as SEND, attainment, behaviour and pupil safety) and will need to be able to devote time during the school day at least once per term to meet with the relevant leaders. Local governors are also invited to attend school events.

The local governing body encourages as many parents/carers as possible to put themselves forward for the vacancy. However, it is essential that you consider whether you are able to commit sufficient time to the school to fulfil the role. All members of the local governing body must be in a position to attend and participate in meetings and take on the responsibilities the role entails.

I hope this letter has enlightened you and encouraged you to apply for the position of parent governor but if you would like any additional information about what is involved, please contact our leader of governance (Helena Brooks) via email [clerk@shine-mat.com](mailto:clerk@shine-mat.com) who will be happy to answer any questions you may have.

Thank you for taking the time to consider the role of becoming a parent governor.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jane Gant'. The signature is fluid and cursive, with a large initial 'J' and 'G'.

**Jane Gant**

Chair of the Board of trustees

**SHINE Multi-Academy Trust**

