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14 February 2025

Dear Parents / Carers

**ELECTION OF PARENT GOVERNORS**

I am writing to tell you that we have two vacancies on the Governing Body for a Parent Governor and would like to invite nominations.

Any parent or carer with a child on the register of this school (Reception to Y6) may stand as a candidate by completing the enclosed nomination form and returning it to Mrs Moffat in the school office by the date shown. Please note that parents of children in Nursery are not eligible as this is a community focussed provision offered by the Governing Body. You may nominate one person or you may nominate yourself if you wish. The term of office for all Governors is four years but you may resign at any time. Should your child leave the school you may complete your term of office.

Annually, the Governing Body undertake a skills audit to ensure that, as a board, we have the right balance of skills, knowledge and experience to support the school effectively. Interested parties from other sectors will undoubtedly have transferrable skills to support the Board in its role.

Were we to receive more than two nominations, it would be necessary to hold an election by ballot. If this is the case, we would use the nominated candidates' short statements (not more than 250 words) to support their candidature and accompany the ballot paper. There are some circumstances that make people unable to be considered as school governors and information detailing this is attached.

Governors play an important role in the strategic development of the school, the long term vision and in holding the Senior Leadership Team to account for the quality of education which our children receive. We oversee the school's budget and decide how it should be spent and are involved with the appointment, promotion and support of staff. The day to day organisation and running of the school is the Headteacher's responsibility. As Governors of a Church of England school we work to foster links with our local community, particularly with Christ Church, and to promote the school's Christian ethos. However, everything that is discussed by the Governing Body is of course, strictly confidential.

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*Working with the Diocese of Leeds and the Metropolitan Borough of Calderdale  
 May he give you the desire of your heart and make all your plans succeed Psalm 20:4*



All of these tasks are shared between members of the Governing Body. The role is voluntary and requires significant commitment in terms of time, energy and enthusiasm. Most of our meetings are held in the evenings, on average once every half term plus the AGM. Meetings usually start at 5.30pm and generally last for around 2 hours. It is also essential that Governors make time to visit school during the day at least twice a year in order to inform decision-making. Employers are obliged to allow reasonable time off work to fulfil these duties. It is also important that Governors are able to attend training sessions, again usually in the evening, in order to carry out their roles and responsibilities.

In the past we have invited parents to become Associate Governors for a period of twelve months to help with succession planning. Associate Governors are invited to meetings but do not have any particular responsibilities; thus it gives parents an opportunity to decide whether they want to make a commitment to the role. Nursery parents who do not have a child on role might consider becoming an Associate Governor.

I would like to ask you to consider this matter very carefully and would be pleased to discuss this further and to answer any questions. Please contact me through the school office.

Please use the attached nomination form which should be returned to Jill Moffat in the School Office no later than 12.30pm on Monday 3 March 2025.

Yours sincerely

Mrs Becky Schofield  
**Headteacher**

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