



Together, we learn and grow



30 September 2022

Dear Parents and Carers,

Election of Parent Governors

There is a vacancy for a Parent Governor on the Local Advisory Board (LAB) at Orchard and Shepherdswell Academies. You can find out more about what it means to be a Governor here (<https://bit.ly/2lW8yMX>). This site features a short video. If you would like to stand for election, please request an information pack from the school office. This can then be collected or posted out to your address.

Once you have the information pack, please complete the enclosed nomination form, and return it to the school no later than Friday 10th October. You may also include a short personal statement to support your nomination, which should be no longer than 160 words. If a ballot is needed, this statement will be copied and sent to the other parents at the school with the ballot papers. The pack includes guidance for the role of a member of an LAB in EMAT. Please ensure you check that you are eligible for appointment as a School Governor by reading the Declaration of Eligibility Criteria. All members of the LAB are subject to a Disclosure and Barring Service (DBS) check.

No special qualifications are needed, and the most important thing is to have a keen interest in the school and be prepared to play an active part in the LAB work. Parents from ethnic minorities, younger parents and people with disabilities are generally underrepresented on school boards across the country. EMAT would like to encourage nominations from underrepresented groups in our community. Training is available for all LAB members.

In the personal statement, candidates may wish to briefly set out:

- Evidence of the extent to which you possess the skills and experience the governing body desires or at least the capacity and willingness to develop them
- Your commitment to undertake training to acquire or develop the skills to be an effective governor
- If seeking re-election, details of your contribution to the work of the governing body during your previous term of office, and
- How you plan to contribute to the future work of the governing body.

Only parents / carers of children registered at the school are entitled to stand or vote in the election. **Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy.** The ballot will be secret, and you will be notified of the result as soon as possible afterwards.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else contained within this letter, please do not hesitate to contact me.

Yours faithfully,

Mrs Ryan
Headteacher

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