



# Archbishop Courtenay Church of England Primary School

Eccleston Road  
Tovil  
Maidstone  
Kent  
ME15 6QN

01622 754666  
office@abc.aquilatrust.co.uk  
www.archbishopcourtenay.org.uk  
Headteacher: Mrs S Heather  
Chair of Governors: R O'Connell

Tuesday 12<sup>th</sup> November

Dear families,

I am writing to inform you of a vacancy for the role of parent governor on our governing board.

## 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/carers governor:

As a parent/carers governor, you will work with 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. A parent governor 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

## Expectations of governors:

- Regular attendance at governor meetings which are often held in the evenings.
- Maintaining confidentiality
- Regular compulsory training
- Visiting the school to carry out monitoring in conjunction with the objectives of the school
- Uphold the Christian ethos of our school

## How to apply:

If you are interested in applying for the role, please complete the candidate form attached to this letter and return it for the attention of Sue Heather, Headteacher via the school office by the 26<sup>th</sup> November.

The following persons are not eligible to be elected as parent governors:

- An elected member of the Local Authority.
- An employee of the academy employed under a contract of employment or a contract for services.



2022-2025

**The Diocese of Canterbury Academies Trust**

Suites 19 & 20 – Motis Business Centre – Cheriton High Street – Folkestone – Kent – CT19 4QJ – Tel: 01303 905100

Registered Company No. 9035788

Registered Office Address: Diocesan House Lady Wootton's Green Canterbury CT1 1NQ



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### **The Election process:**

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held, and copies of the personal statements will be sent to all parents. One week will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the school.

Once we receive your nomination, you will be invited to attend a meeting to discuss the position further and find out more about what we do. This will take place on

There is a requirement for governors of all Academy schools to undertake a Disclosure and Barring Service check. Your appointment will be subject to successful completion of this check.

The role of Governor is rewarding and vital to our work so we look forward to hearing from you.

Yours sincerely

Sue Heather

Headteacher



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**Candidate name:**

**Candidate address:**

**Candidate statement:**

Please include; why you want to be a governor, what skills you have, what you could bring to the life of the school.

I confirm that I am a parent or carer of a registered pupil at the school.

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



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