

Ullesthorpe C of E Primary School  
Ashby Road, Ullesthorpe  
Lutterworth, Leics. LE17 5DN  
Tel: 01455 209926  
e-mail: officeadmin2@ullesthorpe.leics.sch.uk  
Website: www.ullesthorpe.leics.sch.uk



Together we inspire and succeed

*Executive Headteacher: Miss E Prokipczuk*

28<sup>th</sup> February 2019

Dear Parent

### Nomination for Parent Governor

There is 1 vacancy for a parent governors to serve on the school's governing body. We are very keen to encourage parents and carers of registered pupils to nominate themselves to become part of our governing body.

Parent governors are elected by other parents and are vital to our governing body. They share equally with other governors the duty of carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. They ensure that the headteacher performs his or her responsibilities for the educational performance of the school and ensure the sound, proper and effective use of the school's financial resources. You do not have to be an expert on education to be a school governor, and we value the experience and skills that all governors bring to the role. However, you will be expected to demonstrate skills and experience that will enhance governance at the school, a commitment to undertake training and a willingness to engage in the life of the school and its strategic development, over and above merely attending meetings. The Governing Body would welcome applications from parents with the skills/experience in legal or finance.

If you join our governing body, you will serve for a four year term and you can continue to the end of the four years even if your child leaves the school. Being a governor does take up time. There are 6 governing body meetings each year. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, to undertake training and updating.

**If you would like to take the opportunity to put yourself forward as a candidate please contact the school by speaking to the office and request an application pack which will contain further information along with a parent governor election form. The Election for will need to completed and returned to the office by 3:30pm on Thursday 14<sup>th</sup> March.**

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

To find out more about what being a governor at this school is like, you can contact Miss Prokipczuk, who will be very willing to answer any questions.

Yours sincerely

Miss Prokipczuk  
Executive Headteacher and Returning Officer