



Headteacher: Mrs H Ward

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Dear Parent,

I am writing to invite parents, guardians and carers of registered pupils at Hazeldene School to put their names forward for election to serve as a parent governor.

The governing board of our school is made up of parents, staff, and other members of the community. The governors, along with the Head teacher, are responsible for a wide range of matters affecting the life of the school and the work of the pupils, including:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Head teacher to account for the educational performance of the school and its pupils; and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Further details of what being a governor involves can be found on the school website.

We know that parents are interested in the education of their children and share the school's commitment to ensuring the best possible education and opportunities for all our pupils. One of the best ways to pursue this interest and commitment is to volunteer to become a parent governor. 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 governing board's work. Training and support is available, including induction training for anyone who is new to being a governor. However – whilst all nominations are encouraged - we would be particularly interested in receiving nominations from parents with an interest in Early Years or business management.

If you would like an informal chat about what being a governor means please contact Helen Ward (the Head Teacher) or Victoria Cromwell (the Chair of Governors) through the school office.

If you are eligible to become a school governor (see explanation on school website) and wish to nominate yourself to be a parent governor at Hazeldene School, please complete the attached self-nomination form. In addition to this, you will also need to write a statement of not more than 500 words saying something about yourself and why you would like to be a governor. You should also include evidence of how you believe you possess the skills and experience the governing board require, and your commitment to undertake training to acquire or develop the skills to be an effective governor. This statement will be shared with other parents to inform their choice of candidate.

If we receive only one nomination, then that person will be appointed (subject to confirmation that they are eligible). If there is more than one nomination received then a secret ballot will be held and you will be provided details of how to vote in due course.

Nominations must be received in school by 9am on Friday 10<sup>th</sup> November

Yours sincerely

Helen Ward  
Head Teacher

