



PENSBY PRIMARY SCHOOL

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Headteacher: Mrs K Brown

1/2/18

Governing Body Post – Parent Governor

Dear parents/families

The School's Governing Body will be starting the process to find a Parent Governor as we have a new vacancy.

The role of a Parent Governor demands commitment and a considerable amount of time. At Pensby Primary School the Governing Body expects all Governors to do the following as their minimum commitment:

1. To read and consider documents and other materials that are circulated prior to each meeting.
2. To be a member of at least one sub- committee in the first full year of office and ideally two or more thereafter.
3. To regularly attend meetings (at least 3 per term).
4. To attend an introductory Governors' training course.
5. To attend at least one specific Governor training session each academic year in support of a specific role.
6. To spend time in school, for familiarisation and to investigate and report on specific issues - perhaps two half days each term.
7. To prepare brief written reports and minutes to be submitted for circulation prior to the main governors meetings on the work/roles that they have undertaken.

The work involved probably amounts to a minimum of 3 hours per week (during term time). Whilst the main Governor's meetings are held in the evening, sub-committee meetings are often as a necessity held during the school working day and sometimes before school starts, and so there is usually a need for Governors to be available during the school day from time to time.

The Governing Body invites anyone interested to contact the school office before Friday 16th February 2018 to arrange a meeting where the full extent of the role will be explained and discussed. Nominations and voting will then take place after this time.

Yours sincerely

Mr D Spencer
Chair of Governors

