Dear parent(s)/carer(s),

I am writing to inform you of a vacancy for a Parent Governor on our Governing Body. The Governing Body work with the Headteacher to ensure that children at Ivybridge receive the best experience, both academically and in wider activities, to prepare them for the next stage in their education.

**The role of a parent governor**

As a Parent Governor, you’ll work with other Governors to make sure that the Governing Body effectively carries out the duties given to it by the Government. You’ll also play a vital role in bringing a parental perspective to the Governing Body, but you’re not there to speak ‘on behalf’ of parents. All Governors are elected or appointed for four years.

**To be a parent governor you should have:**

* A strong commitment to improving outcomes for children
* Good inter-personal skills, curiosity, and a willingness to learn and develop new skills

**Expectations of Governors**

Whilst there are no fixed requirements to be a Governor, in order to be effective, we need all Governors – including Parent Governors – to agree to the following:

* Attend Governing Body meetings – we currently meet on one evening and one school day per term. Dates are agreed in the Summer Term for the following school year.
* Maintain confidentiality – you will receive information that may not be shared with anyone outside the Governing Body, and you must be able to keep this confidential.
* Undertake training on a regular basis – you will be required to complete safeguarding training within three months of your election, and a “New Governor” course (two mornings or evenings) within twelve months.
* Be prepared to take on a role linking with an area of the school

**Are you interested in becoming a Parent Governor?**

We will be calling for nominations for Parent Governors at the beginning of the Summer Term.

However, we would like to give you the opportunity to learn more about what being a Governor involves, so we are holding a couple of drop-in sessions in the Old Nursery Room (just by the main School entrance) at the following times:

* **Monday 28 March at 2.45pm**
* **Tuesday 29 March at 9am**
* **Thursday 31 March at 9am and/or 2.45pm**

Please pop in and have a cup of tea/coffee, etc and a chat with a current Governor.

If you’re not able to make those times, please e-mail me on [gbchair@ivybridge.hounslow.sch.uk](mailto:gbchair@ivybridge.hounslow.sch.uk) and we can meet or talk at a mutually convenient time.

Yours sincerely,

Irene Bowles

(Chair of Governors)