



Crowlands Primary School  
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Head Teacher - Mrs H McClenaghan



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30<sup>th</sup> September 2016

Dear Parent,

The governing body is responsible for both the conduct of the school and for raising standards within it. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of a Headteacher governor, parent governors, staff governors, and co-opted governors.

A vacancy has arisen for a parent governor on our governing body and we are inviting you to nominate someone with parental responsibility for a child at the school. If we receive more than one nomination a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body. At the moment the governing body is looking for governors with knowledge in the primary curriculum, finance management, health and safety or school improvement. Governors also need to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards. If you feel you could do this why not apply?

Our governors need to:

- attend termly meetings of the full governing body
- sit on the Leadership and Management **or** Pupil and Curriculum Related Matters committee and attend the meetings which are usually held **twice** a term
- visit the school formally for monitoring purposes at least once a year
- visit the school informally at least once a year
- commit to attend training courses, perform additional research as required and take part in monitoring areas within the school

In return we will:

- ensure you receive a structured induction
- provide the support of an experienced governor as a mentor
- give you lots of development opportunities within the school and through Havering Governor Services who provide extensive training in all areas of governance

If you would like to find out more about how you can make a difference at our school, please email [office@crowlands.havering.sch.uk](mailto:office@crowlands.havering.sch.uk) with your details and I will arrange a time to contact you for an informal discussion.

Yours faithfully,

Tony Wood  
Chair of Governors