

2<sup>nd</sup> September 2020

Dear Parents,

Election of: Parent Governor for the Local Governing Body (LGB) at Loose Primary School

I am writing to invite you to consider standing for election as a Parent Governor for the LGB at Loose Primary School. Together with the Trustee Board, the LGB's are responsible for providing strategic leadership and accountability for the Trust and the school's within it. Further information regarding school governance can be found on the schools' website.

Loose LGB includes a number of categories of Governors including 2 Parent Governors. Parent Governors are elected to serve for a period of 2 years, though they may resign at any time. No specific qualifications are needed, the most important thing is to have a child currently attending Loose Primary School, to have a keen interest in the school and be prepared to play an active part in the LGB's work. In order to support Governors in their role, training can be provided at no cost to the individual.

The LGB currently has two Parent Governor vacancies and the Trust is ideally looking for any parent with the following skills:

- Business
- Finance
- HR

If you would like to stand for election, please complete the attached form and return it to Sarah Holman, Headteacher, by **9.30am on Tuesday 16<sup>th</sup> September 2020**. This can be via the school office - hard copy or email. You may wish to propose another parent and if so, please ensure that they are aware of your intentions. Please ensure that they sign the nomination form by way of confirmation.

Each parent standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a Parent Governor, your skills and experience and the contribution you believe you could make to the LGB.

If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be elected as Parent Governors; if there are more nominations than vacancies, a ballot (vote) will be held and copies of the personal statements will be sent to all parents. Each eligible parent will have one vote for each vacancy, irrespective of the number of children they have at the school. The process for the ballot will be notified to parents when the ballot papers are distributed.

Local Governing Body meetings take place once each term in Loose Primary School from 5.30-7.30pm. The first meeting will take place on **30<sup>th</sup> September 2020** and meeting dates thereafter are scheduled as follows:  
**2<sup>nd</sup> Dec 20, 3<sup>rd</sup> Feb 21, 24<sup>th</sup> Mar 21, 19<sup>th</sup> May 21, 7<sup>th</sup> July 21.**

I do hope that you will consider standing as a governor and would be happy to discuss this further should you wish to find out more.

Yours sincerely,

Sarah Holman  
Headteacher