

TRAFALGAR COMMUNITY INFANT SCHOOL

VICTORY ROAD, HORSHAM, WEST SUSSEX, RH12 2JF

TELEPHONE 01403 254925

FAX 01403 242354

E-MAIL OFFICE@TRAFALGARINFANT.COM

WEBSITE WWW.TRAFALGARINFANT.COM

HEADTEACHER: MISS KAT GREEN, BA (HONS)



*A voyage of discovery -
we're sailing to success together*

8th March 2018

Dear Parent / Carer

Parent Governor Vacancy

I am writing to let you know that we need to elect a parent governor to our Governing Body and to invite you to consider standing. Anyone over the age of 18 who has a child in any year at Trafalgar is eligible to stand, though I would add that it is subject to an enhanced Disclosure & Barring Service (DBS) check, formerly known as Criminal Records Bureau (CRB) check.

There are 13 governors on the Governing Body, four of whom are parent governors who are elected for a term of four years. As a Governing Body we play a major role in the school by:

- ensuring clarity of vision, ethos and strategic direction;
- holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- overseeing the financial performance of the school and making sure its money is well spent.

In all this we do, of course, work closely with the senior leadership team and the staff who are responsible for the day to day operation of the school.

The Governing Body carries out its responsibilities through half termly meetings of the Full Governing Body (approximately 7 meetings per year, lasting approximately two hours). The governors also work in committees to carry out more detailed work. The committees are called –

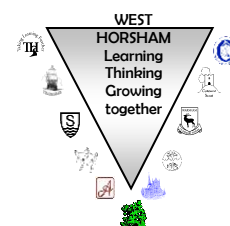
- Assets and Resources;
- Pupil Progress and Curriculum.

Each governor is a member of one committee and attends a meeting each half term. Governors also make visits to the school during the day and attend some school functions. I would estimate a time commitment of approximately eight hours per term.

Cont'd/



A University of Chichester
ITT Partner School



To be a successful governor you need to be willing to make this commitment. You also need to be keen to play your part in supporting and improving our already successful school. You will certainly find it worthwhile and rewarding.

These are some comments from our current parent governors -

"I enjoy being involved in the meetings, being able to contribute my ideas and experience, but it not being my workplace'. I feel a real sense of pride in the successes of the school, and I'm happy to give up my time, to such a worthwhile 'cause'. I've been fortunate to be involved in the recruitment process of key leaders in the school, which means that I have had a real stake in the future of Trafalgar - and I feel a great responsibility to it as well, to ensure that the school continues from strength to strength."

"Being a governor is a great way to make a contribution which has a very tangible effect on children and families in the really local community."

"It's great being involved with a really successful school where everyone is trying to make a positive difference and give children a really fantastic start to their lifetime of learning."

If you do decide to stand you will need to be nominated by two other parents with children currently at Trafalgar using the attached Nomination Form. If there are two or more candidates an election will be held.

On the reverse of the form is space for an Election Statement which will be used on the voting papers if there is an election. In the Election Statement it would be useful if you wrote something about yourself and your background, why you are keen to be a governor and what you would bring to the role.

If you would like to discuss the role you can contact me through the School Office, or contact one of the existing parent governors whose names can be found on our website. There are two documents in the Governors section of the website about becoming a governor and other information about the work of the Governing Body.

The deadline for the return of the nominations to the Headteacher (via the School Office) is **10.00am on Friday 16th March 2018.**

We look forward to receiving your nomination.

Yours faithfully

A handwritten signature in black ink that reads "K. Green". The signature is stylized with a long, sweeping underline that extends to the right.

Miss Green
Headteacher