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Wednesday 13 September 2023

Dear parents and carers,

## Election of Parent Governor for the Local Governing Body (LGB) at Coxheath Primary School

I am writing to invite you to consider standing for election as a Parent Governor at Coxheath Primary School as the terms of office of our two current parent governors has ended.

Each of the three schools within the Coppice Primary Partnership Trust has a local governing body comprising 7 members who represent the different stakeholders in the school or bring specific skills to help the school. LGBs help the Trustee Board achieve good governance across the trust by monitoring what is happening at the individual school level, and by carrying out some specific delegated tasks – please see the school website for more information on governance.

Coxheath Primary School LGB includes 2 Parent Governors, who are elected to serve for a period of 4 years, though they may resign at any time. You must have a child currently attending Coxheath Primary School in order to stand for election, and those appointed will be subject to a full Disclosure and Barring Service (DBS) check. No specific qualifications are needed for the parent governor role, as the most important things are to have a keen interest in the school and be prepared to play an active part in the LGB's work. On this occasion we would particularly welcome applications from parents with experience in any of the following; health and safety, business, construction and HR to help complete the governing body's skill set.

Local Governing Body meetings take place once each term (6 times per year) and usually last 2 hours. The next meeting will take place at the school on Tuesday 10<sup>th</sup> October at 5pm. Governors are also expected to attend monitoring meetings during the school day, usually 3 per year, so some availability during working hours is needed. In order to support Governors in their role, training can be provided at no cost to the individual.

If you would like to stand for election, please complete the attached form and return it to me via the school office (by either hard copy or email) by 3pm on Friday 21<sup>st</sup> September. All applications must be supported by two other parents/carers.



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Each parent standing for election is invited to provide a short personal statement (strictly no more than 250 words) with their nomination. 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 we receive only two nominations for the two vacancies, the nominees will automatically be elected as Parent Governors. If we receive more than two nominations, a ballot (vote) will be held and copies of the personal statements will be sent to all parents. Each eligible parent/carer 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 when the ballot papers are distributed.

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

Yours sincerely,

Giacomo Mazza  
Headteacher