



THE  
BROOKSBANK  
SCHOOL  
Aspire and Achieve

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Headteacher: Mr Kevin McCallion

4<sup>th</sup> March 2020

Dear Parents / Carers

### PARENT GOVERNORS

I am writing to let you know that there is a vacancy for a Parent Governor on the Governing Board at The Brooksbank School. I am now calling for nominations to fill the vacancy. Please read this letter and the enclosures before making your nomination. You are also strongly advised to read the Governance Handbook and the Governor competencies which can be accessed here:

<https://www.gov.uk/government/publications/governance-handbook>

No special qualifications are needed. The most important thing is to have a keen interest in the Academy and be prepared to play an active part in the Governing Board's work. Training is available for all governors and it is expected that those new to governance will attend the induction training available during their first year of their term of office as well as other training provided to help governors to be effective in their role.

The full Board meets at least 4 times a year, usually starting at 5.00pm. Meetings normally last no longer than 2 hours. The term of office for all governors is 4 years, but you may resign at any time. If your child leaves the school during this time you will be able to complete your term of office if you wish.

To stand for a place on the Board please complete the enclosed nomination form and return it to Reception no later than **9am, 20<sup>th</sup> March 2020**. You should also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents / carers together with details of the ballot procedure. Your personal statement will also be included in the invitation to vote to assist all those eligible to vote to make their choices.

Yours sincerely,

Jane Blackburn, Clerk to the Governors / Returning Officer