



COLD HARBOUR
C of E Primary School

GROWING, LEARNING, ACHIEVING TOGETHER
Highland Close, Bletchley, Milton Keynes, MK3 7PD. Telephone: (01908) 270377

Executive Headteacher: Claire Britnell B.Ed (Hons)
Email: office@coldharbour.milton-keynes.sch.uk

Dear Parents/Carers,

12th March 2021

I am writing to inform you of a vacancy for the role of parent governor on our governing board.

The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children (Essential)
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills (Essential)
- Specific skills required to ensure the governing board delivers effective governance e.g. financial expertise, experience of the education sector, previous governance experience (Desirable)

Expectations of governors

Although this is a volunteer post, there is a high need for total commitment to the role on many levels. This will include:

- Attendance at meetings – this will include Full Governing board meetings (currently in the evening) as well as attending/sitting on at least one committee (meeting times vary)
- Maintaining confidentiality - being a parent and a governor can be a tricky role. You will be privy to confidential information about the school, but will also be a parent on the playground.
- Committing to training - having up to date training is vital to the role and having a commitment to attend course etc. in your own time is essential.
- Visiting the school - having the time to visit the school to provide challenge and support is a key component of this role. This will allow you to evidence decisions the board have made or are going to make.

How to apply

If you're interested in applying for the role, please complete the candidate form attached to this letter and email this back to the school office (address above) **by noon on Friday 26th March 2021**. If we receive more applications than there are vacancies, a ballot will be carried out. We will inform you closer to the time if we have to do this. If you wish to discuss this further or find out more first, please ask the office to pass your details onto Jo Grant – Chair of Governors and she will be happy to discuss the role with you.

Yours sincerely,

Claire Britnell – Executive Headteacher



Parent Governor – Expression of Interest

Candidate name:	
Candidate address/contact details:	
Candidate information: In this section, please tell us: <ul style="list-style-type: none">- Why you want to be a governor at Cold Harbour School- Any relevant experience you might have- Why you think you will be able to make a difference	

I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority
- Paid to work in the school for more 500 hours in any consecutive 12 month period

Signed: _____ **Date:** _____