

**Roby Park Primary School**

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Huyton

Knowsley

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**Headteacher: Mrs K Allen**

Date: 18th Octoer 2023

Dear Parents/Carers

**Parent Governor Vacancy Notification Letter**

We have a vacancy for a parent governor which we need to fill as soon as possible.

Governors are responsible for planning and finance and they help to appoint key staff and build good relations between the school, parents and our local community. Our parent governors are very valuable members of the governing body, as when the governing body makes its decisions it is important that parent’s views are considered.

We feel sure that there are parents prepared to take on this vital role and would invite anyone who is interested in receiving more details on being a governor and what it involves to contact the school directly.

Parent Governors serve for a term of four years, though they can resign during that time if they wish. They are full members of the governing body and must attend four meetings per year. It is possible that additional meetings could be called during a term if extra business needs to be discussed.

To be eligible for election, you must have parental responsibility for a registered pupil of this school when the election takes place, if you are not sure about this please contact me at the school office and I will be able to explain this in more detail.

Self-nomination is permissible. If you wish to nominate another parent, please ensure that this is discussed with them beforehand as it will be necessary for them to complete a declaration form.

It is important that appropriate checks are made on anybody who will be working in a school or further education institution to prevent unsuitable people from gaining access to children, therefore, if you are successful in your application the school will apply for an enhanced Disclosure & Barring Service check prior to the appointment being confirmed.

A nomination/declaration form should be completed and returned no later than Friday, 27th October at 3.00 p.m. Nominees are asked to provide evidence of identity when submitting the nomination form.

If we receive more nominations than vacancies then it will be necessary to hold a ballot, if this becomes necessary details will be sent to you.

Yours faithfully

Kirstie Carroll

Clerk to the Governing Body