



Maximising our Potential

September 2023

Dear Parent/Carer

Election of a Parent Governor

I am writing to invite parents and carers of registered students to put their names forward for election to serve as a parent governor at Kirkby High School. There is one vacancy within the Governing Body.

The governing body of a school is responsible for ensuring that our students receive high quality education and that the conduct of the school reflects this aim. The governors work as a team with the headteacher in the strategic planning of the school. Their responsibilities include consideration and agreement of the aims and policies of the school, discussion and approval of the targets for improvement, appointment of staff, setting and monitoring the budget and monitoring the performance. Governors are the link between the school and the community and representatives of all those with an interest in the well-being and reputation of the school are needed. Parents are very important in keeping the governing body aware of the views of parents and the local community. They are a vital part of our team.

If appointed there will be advice and support available to you and training for the new role at no cost to you.

The chair of the governing body is happy to talk to you if you are interested in being nominated and/or want further information. You might also like to look at the information for prospective governors on the Government website: <https://www.gov.uk/government/publications/governance-handbook>

Please note that for the protection of children all governor appointments are subject to a vetting process and a Disclosure and Barring Service (DBS) check. A list of disqualification criteria are on the back of the nomination form. Our governors' code of conduct is available to view on Kirkby High School's website: <http://kirkbyhighschool.net/governance>

If you would like to take the opportunity to put yourself forward as a candidate, please complete and return the attached nomination form by 3pm Friday 6th October. If you would like a hard copy posting out to you, please contact me at the school. If more than one nomination is received, an election will be held and you will be sent a voting paper. I will contact you to let you know about the arrangements.

Yours faithfully

Mrs J Barrett
Clerk to Governors