



14 October 2020

Dear parents and carers,

Kings College Guildford Governing Body

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 school's local governing board reports to the GEP multi-academy trust.

The role of a parent governor

As a parent governor, you will work with the governing board to ensure it effectively carries out the duties referred to above. You will also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

At the moment, the governing board is keen for candidates to have skills in the following:

- Financial management and budget management
- SEND (Special Educational Needs and Disabilities)
- Public Relations and Marketing

Expectations of governors

Parent Governors serve for a term of four years irrespective of how long their child remains as a registered student of the school. Governors will be expected to attend board meetings once per term, committee meetings at least once per term, attend CPD training to keep abreast of educational and management issues, take on additional link roles with the school, sit on panels where needed and visit the school to attend learning walks and meet with school leaders. All Governors are required to observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school. You will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a governing board meeting.

How to apply

Nominations for parent governor vacancies can only be made by a parent or registered carer of students registered at Kings College Guildford. You are invited to submit nominations to the Principal via the nomination form attached. This letter and form can also be downloaded from our website <https://www.kingscollegeguildford.com/parent-hub/> under Parent Letters. If you do not have access to the website to download this form please contact the School Office on 01483 458956 to request a



copy by post. Each person submitting a nomination must be proposed and seconded by parents/carers of registered students presently attending the school.

The completed nomination form must be returned by **12 noon on Wednesday 21 October 2020**. Nominations will not be accepted after this date/time. The personal statement on the nomination form must be **no more than 100 words**.

Wednesday 14 October 2020 Parent letter sent via email and available online
Wednesday 21 October 2020 Last day for submitting nominations – **deadline at 12 noon**

Appointment/Ballot

If the number of nominations received is less than or equal to the number of vacancies, all those nominated will be appointed without a ballot.

If the number of nominations exceeds the number of vacancies, a secret ballot will be held. Nominees' personal statements will be circulated to parents along with notification on how to vote and the deadline for doing so.

Should you have any questions about the role of governors at the school and/or the election procedure, please do not hesitate to contact Michelle Lim at m.lim@kingscollegeguildford.com

Yours sincerely,

Mr A. McKenzie
Principal