



# Forest Gate Community School

02.11.2015  
Ref: HS/JT

Forest Lane,  
Forest Gate,  
London, E7 9BB

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**Headteacher: Simon Elliott**

Dear Parents

There is a vacancy for a parent governor on the Governing Body of Forest Gate Community School.

This is an exciting opportunity to really make a difference to our school, working with committed, community-minded people. Our meetings are friendly, professional and generally run to time.

The Governing Body carried out a skills analysis and as a result identified the need to enhance our governance and organisational management. Therefore a new governor who has experience in any of the following areas would add value to the current Governing Body:

- School governorship
- Being a trustee of a charity
- Working to a board of directors
- Managing a large department or organisation.

However, if you don't have experience in those particular areas but think you can bring other skills and knowledge, do please put yourself forward.

Governors work in partnership with the Headteacher of the school and the Local Authority to manage the school. Their duties include:

- Agreeing the School Development Plan
- Deciding how the school budget will be set
- Deciding what will be taught
- Recruiting senior staff
- Agreeing school policies, such as equal opportunities and health and safety.

Governors attend two full governing body meetings per term, plus at least one committee meeting. We encourage governors to visit the school occasionally. Governing body meetings are mostly held in the evening from 6pm and last about 2 hours. Once a year, the governing body and the senior leadership team of the school have an overnight strategy planning session. If you are appointed and have not been a governor before, we will expect you to complete the governor induction training provided and we will furnish you with additional training if needed.

If you would like to talk to a current governor about the role, please contact Hannah Stevens who will arrange a suitable time.


If you wish to stand for election, please complete the nomination form on the next page and return it to us before **midday on Monday 16<sup>th</sup> November**. We require a short statement in support of your nomination which should highlight the experience you have in the areas mentioned above.

If there are more candidates who have provided suitable personal statements than vacancies then a ballot will be arranged and ballot papers will be sent to all parents.

We look forward to receiving your nomination.

Yours sincerely



 Jan Tallis  
Chair of Governors

**Nomination for the election of Parent Governor**

Close of Nomination Date: Midday on Monday 16<sup>th</sup> November

**Your Details:** Please complete the following in block letters

Your Full Name Mr /Mrs /Ms / Miss (Delete as appropriate)	
Your Child's Name	<u>Child's Class:</u>
Your Full Correspondence Address	<u>Post Code:</u>
Your Contact Tel/ Mobile No.	
Your <u>Email</u> Address	

Your signature \_\_\_\_\_ Dated: \_\_\_\_\_

**STATEMENT:** Please say why you wish to stand as a Parent Governor.  
It is preferred that you submit a typed statement, which you can attach to this form.

Use a separate sheets if you need more space

Please return this nomination form to the school office before the closing date and time above.