



15<sup>th</sup> December 2021

Dear Parent

The Governing Body of Barham Primary School has a vacancy for a Parent Governor.

You are invited to nominate any fellow-parent/s or stand for elections yourself. If you intend to do so, please collect and complete a form from the school office by Friday 7<sup>th</sup> January 2022.

Send the form together with a description of not more than 250 words on each nominated person (written by her or him) to me no later than Friday 14<sup>th</sup> January 2022.

If there are more than two parents nominated, I shall be organising a ballot as soon after the closing date for nominations as possible.

The Governing Body currently consists of the following categories of governors:

Category	Number of Governors
Parents	2 + 1 vacancy
Local Education Authority members	1
Staff	1
Headteacher	1
Community	8 = 2 vacancies
<b>Total</b>	<b>10</b>

The Governing Body has two overarching responsibilities. First it must ensure that the curriculum is such that the children receive the best possible education to achieve high standards. Second, it is required to make this provision within the budget that it is allocated by the Local Authority. As a consequence, the Governing Body, among other duties

- produces a School Improvement Plan;
- develops policies (including a behaviour policy) and monitors their implementation;
- allocates the budget to different areas of school work;
- recruits high-quality staff;
- has a Link Governor system to learn from and oversee how the school is doing on a day-to-day basis;
- promotes the school to the community (which comprises the parent-body) and represents the aspirations of the community to the school.





The Governing Body meets at least three times a year (once a term) and does a considerable amount of work through the committees it has established. Every governor is expected to serve on at least one committee. Governors have corporate responsibilities and powers. In other words, governors exercise their powers and responsibilities through the Governing Body and not individually.

Because the responsibilities of governors have grown quite considerably over the last few years, those who wish to serve must be prepared to be committed – in terms of being generous to the school with their time – and able to use their knowledge and skills to good effect. The materials sent – by way of agenda papers – need to be read and digested in advance of meetings so that governors are able to contribute to discussions and make informed decisions. Also, serving governors visit the school (at least twice annually) during a normal school day to see how it functions. These visits are very important. They enable governors to discuss and debate issues taking account of how the school function over the school days.

I trust that this gives you a flavour of what the Governing Body is about. If you wish to know more, please do not hesitate to talk to me or The Office Manager.

Yours sincerely

**Karen Giles**

Ms Karen Giles  
Headteacher

