

**Cavendish Close Infant and Nursery School**

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**Headteacher**

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Wednesday 4<sup>th</sup> November 2020

Dear Parents and Carers,

Cavendish Close Infant and Nursery School is currently looking for two additional Governors to join the school's Governing Board and so we are asking parents and carers if they might be the right person to join us.

### Who are we looking for?

We want a team of Governors who possess a diverse range of skills, experiences, qualifications, characteristics and perspectives, and who come from different backgrounds and settings.

We welcome applications from everyone and see the value of the different experiences and skills each applicant will bring to the table; however, if you possess skills and experience in the following areas, we'd particularly love to hear from you:

- Chairing meetings
- Finance
- Change Management
- HR

A diverse Governing Board will help children from all backgrounds to succeed and thrive – it allows us to create a culture of inclusion, challenge barriers, biases and stereotypes, and provide a wide range of role models for our pupils. We encourage all members of the parent community, regardless of age, experience and background, to apply for the role. If there are enough applications, there would be an election and parents would then be given the chance to vote.

## Why become a Governor?

By becoming a Governor, you can influence decisions which have a direct impact on pupils' education. You can help to make the difference between pupils going to school because they have to and going to school because they love learning!

By volunteering as a school Governor, you can make a real difference to the lives of local children and ensure every child receives the education they deserve. Your voice can influence important decisions for the school, such as how funding is spent, and affect how the school is run. You will also make links across the community by working closely with fellow stakeholders, parents and staff.

## Dedicating your time

We try to keep meetings to a minimum and make sure every minute spent as a Governor is worthwhile. Don't worry, you won't be asked to come in every week – we hold just six governing board meetings a year on average. Meetings are held at the school, although are virtual at the moment, and usually begin at 5:00pm and finish around 7:00pm and you will be expected to do some preparation in advance of the meetings. You will also be expected to take part in pre-planned visits during the school day occasionally, so you have first-hand experience of the school in operation. Sometimes impromptu meetings may be necessary but only in exceptional circumstances and we will try to give you as much notice as possible.

The term of office is 4 years. Governors may resign at any time during this term.

Governors will be subject to a Disclosure and Barring Service Check and will be required to complete a Disqualification by Association and Pecuniary Information form. Please note that there are certain restrictions which prevent a person becoming a Governor, for example:

- People who are bankrupt may not serve as Governors, nor may people who have in the previous five years been sentenced to three months or more in prison without the option of a fine, people who have been sentenced to a period of more than two and a half years of imprisonment may not stand within twenty years of that conviction and anyone who has been sentenced to a period of imprisonment of five years or more is totally disqualified.
- People who are disqualified from working with children may not hold office as a Governor.

## Settling into your new role

Don't worry if you have no experience of being a Governor, or being in a similar role – all of our Governors are given support and access to a range of training courses to help them understand their role. These are all taking place virtually at the moment.

## What's next?

If you are interested in becoming a Parent Governor please send a short personal statement (no more than 100 words) telling us about yourself, to Carrie Manners (Clerk to Governors) at

admin@cavclosei.derby.sch.uk. Please also email Carrie if you would like to know more about what governance involves. Mrs Diffin would also be happy to speak to parents and carers who are interested in a governance role in our school. The deadline for applications is Thursday 19<sup>th</sup> November.

Please note, by registering your interest in becoming a Governor you are not guaranteed a place on the board; if we receive multiple nominations then the parents will vote to select the people who they think can bring the most to the role in terms of their enthusiasm and relevant skills.

We look forward to hearing from you!

Kind Regards,

Carol Moore

Chairs of Governors