



7th February 2024

Dear Parent / Carer of all pupils at Birley Primary Academy

Invitation of Expression of Interest for Parent Governor.

An exciting opportunity has arisen for a Parent Governor at Birley Primary Academy. Notice of this vacancy has been posted on the school website. The Governing Body would welcome expressions of interest for the position from any eligible parent, please contact the school office.

All Governors complete a skills audit each year. The skills the Governing Body requires include: working with others, good communication skills, commitment to inclusion and understanding needs of the community. If you also have any experience in a Health & Safety role/environment this would be very useful.

Parent Governors are elected by other parents and carers of children at the school. The term of office is four years. The AGB has agreed that the initial term of office shall be for one-year subject to review.

An opportunity to find out more before committing

All parents completing an Expression of Interest are invited to meet the Chair of Governors and myself to discuss the commitment in time and responsibility that is required to fill the role effectively. This meeting has proved to be helpful to prospective candidates in clarifying what becoming a Parent Governor means in practice.

Timetable

If insufficient Expressions of Interest's are received to require an election, any nominee(s) will be declared elected unopposed. Subject to this, the timetable for the election (if this is required) is as follows:

Stage	Date
Closing Date for Receipt of Expressions of Interest	Friday 8 th March 2024
Meet the Chair, Nicola Gregory (If more than one candidate)	Week commencing 11 th March 2024 - date to be arranged with candidates Ballot Paper and details of candidates will be sent to all Parents after this meeting.
Election Dates (If an election is required)	Monday 11 th March – Thursday 14 th March
Counting of Votes and Declaration of Result	This will take place at the school on Friday 8 th March
Elected governor attends next meeting of the governing body	Tuesday 19 th March

Should you have any questions about the role of parent governor, or about the election process, please contact the Clerk of the AGB via the school office.

Yours sincerely

Dawn McAughey
Headteacher

Enc: Eligibility Criteria
Expression of Interest Form (Parent Governor)