



23rd April 2021

Dear Parent/Carer

Election of a Parent Governor - would you like to join us?

I am writing to invite you to consider standing for election as a parent governor, joining other parents representing both Kingsnorth and Brenzett Schools on the Joint Local Governing Body. This Joint Governing Body is proud to be responsible for BOTH schools and therefore parents elected will represent and be involved with the governance across BOTH Brenzett and Kingsnorth Schools.

Each school is permitted a maximum of two parent governors on the Governing Body.

Due to a recent resignation, there is currently ONE vacancy for a representative parent governor from Kingsnorth. We would like to take this opportunity to warmly thank Kelly Bridge for her service as a parent governor.

As background, together with the Executive Headteacher and the two Heads of School, the Joint Local Governing Body has responsibility for the Leadership & Governance of the schools. At the moment we can have a maximum of 18 governors, with representatives from both local Churches, the Diocese, the Multi Academies Trust, parents & staff from both schools, and also both local communities. The Governing Body is supported in its work by the Trust Board at Aquila, The Diocese of Canterbury Multi Trust Academies.

Governors are involved in four vital core responsibilities

1. Considering where BOTH schools can continually improve and develop in all areas for the benefit of everyone in the school communities (eg children, staff, volunteers, governors and wider community)
2. Challenging and questioning the leadership team to deliver its planned outcomes for BOTH schools to ensure continued school improvement.
3. Ensuring that the finances of BOTH schools' provides the best education for all the pupils and value for money.
4. As distinctive Church Schools, considering how our Christian ethos plays a key role in our work. This aspect also forms part of our meetings.

Anyone with parental responsibility for a child at Kingsnorth School will be eligible to apply. It would be a bonus, but NOT obligatory, if any nominees had past/present experience/knowledge/interest in finance, HR, Premises or Health & Safety. If you don't have these skills, PLEASE don't let this deter you from putting yourself forward!

Those applying also need to be fully aware of the time commitment, confidentiality and work ethic needed to be a really effective and supportive governor.

You must be able to arrange to **commit time** during the day and early evening for meetings (at present held virtually due to COVID restrictions) and to support the schools by attending certain events and activities during the year where appropriate (and for the future, dependent upon COVID restrictions). This will promote the active role of the Joint LGB with other parents and stakeholders. You should have a willingness to learn – to take on board school policies and procedures and be a part of a friendly and supportive team. It goes without saying that **training and support** is available both externally and internally – undertaking some **training** is an expectation for governors, so they can enhance their understanding of the role. But we also understand that it will take time to get to know what is expected of a governor!

Just being proactive in finding out about your governor role will give you a real sense of “buy in” to the welfare of both schools, their staffs and the children. Staff will be more than happy to help with this at any time and both the Chair of Governors and Clerk are always available (and also the Head of School). You will be assigned a governor “mentor” from within the Governing Body to help and support you and you would be encouraged to use them. There are also easily accessed documents and comprehensive, recognised governor information areas online for you to look at.

The main thing you need is a real passion **for helping to make a difference** to both Brenzett and Kingsnorth Schools – this is paramount to your success as a governor and will make the role interesting and rewarding for you.

Governor support for school leadership has already become, and will continue to be, even more vital in the rare and challenging times we find ourselves in. There has never been a more important time for governors to be able to support our hard-working school teams.

Expenses can be claimed for any travel to training (although training is currently online) and for other specific reasons where governors may be out of pocket.

If you are **interested in applying**, we would strongly suggest you first find out more about the role – you may already know one of the other governors to speak to or you are extremely welcome to contact either Chris Myers (Chair of Governors) cmyers@kingsnorth.kent.sch.uk or Jan White (Clerk) on clerk@kingsnorth.kent.sch.uk.

Once we receive your nomination, you will also have opportunity to meet (perhaps virtually at present!) with the Executive Headteacher and/or Chair of Governors. Again, this will give you chance to discuss the position in more depth, and find out more about what we do and the skills and commitment needed.

Once elected, there will also be **opportunity for you to attend a governors’ meeting as an observer** before finally committing to the role. Meetings have been taking place successfully using virtual platforms during the COVID-19 period.

If you decide to apply, please provide a short statement saying what you think you could bring to the role. **This shouldn’t be any more than 100 words.** The statement should only include biographical information, your reasons for wanting to be a parent governor and the skills and expertise you believe you can bring to our Joint Local Governing Body, whether these are professional (both current and past), community, time, skills etc.

Please note: You will need to ask another parent of a child at the school to formally “propose” your application. TO COMPLY WITH THE SCHOOLS’ COVID19 GUIDELINES - PLEASE COMPLETE THE NOMINATION FORM ELECTRONICALLY (including details of the person nominating you) rather than collecting a paper copy from the school, AND RETURN BY EMAIL to:

Mrs. Jan White (Clerk) clerk@kingsnorth.kent.sch.uk by Friday 7th May 2021 – 4.00pm (this is the day after the children return after the Easter break).

If there is more than one nomination, an **election will be held**, and at this point copies of the personal statements you provide will be sent home to all parents, and a ballot arranged so they can cast their votes. One week will be allowed for the return of these. Each parent will have one vote, no matter how many children he or she has at the schools.

Because appointments as a Governor will give access to children, there is currently a requirement for governors of all schools to undertake an **enhanced Disclosure and Barring, Service check (DBS)** and your appointment will be subject to successful completion of this check.

You will also be asked to provide **two references**; one personal and one professional, where possible.

The role of Governor is enormously rewarding and we look forward to hearing from you!

Yours sincerely

Mr. I. Witts
Executive Headteacher – Presiding/Returning Officer

Mr Chris Myers
Chair of Governors



ELECTION OF PARENT GOVERNOR

PLEASE RETURN THIS FORM TO EITHER OF THE SCHOOLS NAMED BELOW – **Friday 7th May 2021**

Name of the Governing Body: **BRENZETT & KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOLS**

Please enter IN BLOCK LETTERS the name and address of the **person being nominated** for election (he or she must be the parent/carer of a child registered at the schools named above)

Name _____

Address _____

Signature of person nominated _____

Parent /Carer of _____ (Name of Child/ren)

At ~~BRENZETT~~/KINGSNORTH SCHOOL (delete as applicable)

Signature of proposer _____

Name and address in BLOCK letters of proposer _____

Parent/Carer of: _____ (Name of Child/ren)

At ~~BRENZETT~~ / KINGSNORTH SCHOOL (delete as applicable)

**PLEASE SUBMIT A SHORT SUPPORTING PERSONAL STATEMENT AS MENTIONED IN THE ORIGINAL LETTER
THIS CAN BE SUBMITTED ON A SEPARATE SHEET OF PAPER IF YOU WISH**