



7 February 2022

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent on the local governing board of Sybil Andrews Academy. In our school we have provision for two parent governors and there is currently one vacancy.

The local governing board, with the Headteacher, has overall responsibility for the running of the school. The board has three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing board's work. We are currently looking for a parent governor with experience or an interest in Health & Safety/Premises. Training is available for all local governors and this Trust has an expectation that those new to being a local governing board member, undertake induction and safeguarding training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy.

We would like to provide interested parents with an opportunity to speak to one of us regarding the role. If you are interested in an informal discussion before applying please contact saa@sybilandrewsacademy.co.uk

After an initial discussion, if you would like to stand for election please complete the enclosed nomination form and return it to the school no later than Tuesday 1st March 2022. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

Rougham Tower Avenue, Bury St Edmunds, Suffolk, IP32 7QB. T: 01284 413400 E: SAA@sybilandrewsacademy.co.uk



If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'TKing'.

Miss T King
Headteacher

A handwritten signature in black ink, appearing to read 'PJay'.

Paul Jay
Chair of Governors