



Our ref: MME/HFT
Date: 20th September 2018

Dear Parents/Carers

Parent Governor Vacancies

We are pleased to inform you that we have vacancies for two parent governors. At Pudsey Grangefield School, we pride ourselves in the strong relationships we form with our students and parents/carers. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor.

The governing body's main tasks are:

- to ensure that the school has a clear vision, ethos and strategic direction;
- to hold the Principal to account for the educational performance of the school and its pupils;
- to oversee the financial performance of the school and make sure its money is well spent.

The full Governing Body meets three times a year, with sub committees also meeting three times a year. Each member of the Governing Body has a specific monitoring responsibility and carries out monitoring visits connected with these. Parent governors are welcomed as valued members of the team and play a vital role in ensuring the Governing Body is aware of the views of parents and the local community. We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

In looking to fill this vacancy the governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the governing body:

- able to attend evening meetings regularly
- understand confidentiality
- able to evaluate written documents and statistics
- bring life skills and any working experience

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training.

If you feel you can help in this capacity please contact the Main School Office on 0113 2558277 or email contactus@pudseygrangefield.co.uk for an application form which will need to be completed and returned to the school by **12.00 noon on Thursday 27th September 2018 marked for the attention of Helen Frost.**

Please note that for the protection of children all governor appointments are subject to an identity check.



If there are more applications than vacancies, we will hold an election and you will be sent a voting paper in due course. You may return the ballot paper either via your child or by post.

Yours sincerely

**Mark McKelvie
Principal**

**Maggie Sheen
Chair of Governors**