Dear Parent/Guardian

ST MARY'S SCHOOL GOVERNING BODY

Two of our parent governors, Alex Lowe and Katie Turnbull have reached the end of their four-year term, creating vacancies on the governing body for two parent governors.

Governors play a vital role in shaping and strengthening our school. It is also an incredibly rewarding position, affording as it does, the opportunity to work closely with the school and contribute to its future development.

We are therefore inviting parents and guardians who are interested in becoming a governor to consider putting themselves forward. All parents and guardians at the school are eligible to serve as governors. If there are more candidates than there are vacancies, we will hold an election and all parents and guardians will be given the opportunity to vote.

Parent governors serve for four years from the date they are elected and are not required to stand down when their child leaves the school. Governors attend four full governing body meetings a year, are likely to serve on at least one committee which meets once a term and are also asked to develop in-depth knowledge in one curriculum or school development area. More detailed information on the work of the governing body can be found on the governors' page of the school website.

No specific qualifications or expertise are needed. The role does involve absorbing a certain amount of information and being prepared to ask constructive and probing questions of the school. Above all, a genuine desire to play a role in helping St Mary's continuing development as an outstanding school in all aspects of academic and pastoral care will help us build a strong and useful governing body.

If you would like to learn more about the role, current governors Ted Wainman, Alex Lowe and Andrew Lillywhite would be happy to answer any questions, as would I. A more detailed description of the role is available from the office and on the website.

We would like to invite parents and guardians to submit their nominations for the post of parent governor on the attached form and return this to school by 3.30 on 17th November. No nominations will be accepted after that date. You may nominate yourself or another parent with a pupil at the school, but if you are nominating someone else, please first check that they are willing to stand for election.

Those nominated to stand as parent governors may supply a short personal statement about themselves of **not more than 100 words** for circulation to the parents. If the number of nominations received does not exceed the number of vacancies an appointment will be made without a ballot.

Nominations must be submitted via the school office, marked for the attention of the SBM Sue Abraham.

If an election needs to be held the timetable will be as follows:

Ballot papers sent to parents:	20 November 2017
Closing date for receipt of ballot papers:	1 December 2017
Date of count of votes	4 December 2017

Yours sincerely,
Sally McGeachie
Chair of Governors