

To all parents of pupils at
Biddick School Sports College

Date: January 2012
Our Ref: JB/NB

This matter is being dealt with by: Jody Brown, Administration Officer, Specialist Minute Taking Team, Cassaton House, 43-49 Fawcett Street, Sunderland, SR1 1RR, 0191 561 2626, governor@sunderland.gov.uk

Dear Parent

Governor Election

One vacancy exists at your child's school for a Parent Governor with immediate effect. Governors serve a three year term and the Governing Body of Biddick School Sports College will comprise:

- 4 Local Authority Representative Governors
- 7 Parent Governors
- 3 Staff Governors
- 5 Community Governors

I am writing to you, on behalf of Commercial and Corporate Services, to seek nominations for this Parent Governor position. You would be expected to attend Governing Body meetings at least twice a term - usually in the evening - and the powers of the Governing Body broadly are:

Working alongside the Headteacher, Governors' responsibilities now include :-

- attending meetings regularly and contributing to discussions. Governing Bodies must meet at least three times per year.
- helping to establish the aims, policies and objectives of the school, and how standards of education can be improved
- helping to draw up the school development plan
- setting the school budget and monitoring expenditure
- ensuring that the national curriculum is implemented and hearing any complaints about its delivery
- appointing, promoting, supporting and disciplining school staff, and deciding their salaries

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- acting as a link between the local community and the school
- producing an action plan after an OFSTED inspection and monitoring how the plan is put into practice
- considering cases of excluded pupils
- establishing a Performance Management Policy
- ensuring accountability

If you would like to be nominated as a Parent Governor please contact the school where nomination forms are available. In the event that there are more nominations than vacancies, it will be necessary to hold a ballot. Please note that the deadline for completed nomination forms to be returned to the school is the end of the school day on **Friday 27th January 2012**.

It should be noted that the appointment of a Parent Governor will be subject to a satisfactory Criminal Records Bureau disclosure. Commercial and Corporate Services are responsible for processing these checks on School Governors and candidates can be assured that all information is treated in absolute confidence.

You can find out more about School Governors by visiting the City's website: -

www.sunderland.gov.uk/schoolgovernors

Yours sincerely

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