

Larchwood Gardens
Pilgrims Hatch
Brentwood
Essex CM15 9NG



T: 01277 372450
E: office@larchwood.essex.sch.uk
W: www.LarchwoodPrimary.co.uk

Headteacher: Mr.S.Bowsher

20 November 2024

Dear Parents/Carers

Re: Parent Governor Election

Larchwood Primary School is part of Discovery Educational Trust (DET). DET has a Trust Board, which have oversight of how the schools are run, makes strategic decisions and holds the schools to account. Alongside this, each DET school has its own Local School Committee (LSC) made up of Local Governors who work with the school to provide support and challenge around the key strategic priorities.

We have a vacancy for a new local Parent Governor, so I am writing to invite you to stand for election for this role or to nominate another parent/carer to do so. We currently have one vacancy and the term of office is four years.

The successful candidate will serve on the Larchwood LSC.

The LSC, with the Headteacher, has overall responsibility for the running of the school. LSCs have the following core strategic functions:

- Setting a school's vision, ethos and strategic direction in line with the overall DET vision, ethos and strategic priorities;
- Holding the Headteacher to account for the educational performance of the school and its pupils;
- Reviewing (termly) the school's budget and financial performance;
- Ensuring the voices of stakeholders are heard;
- Monitoring the effectiveness of DET's Safeguarding and Child Protection Policy.

Enclosed is the Local Governor Role Description, which gives more details of the role. No special qualifications are needed. The most important thing is to have a keen interest in the school, and be prepared to play an active part in the LSC's work.

Every LSC needs a balance and diversity of knowledge, skills and experience and we would welcome applications from any parent/carer who feels that they could commit to the role.

Training is available for all Local Governors and this LSC has an expectation that those new to being a Governor attend induction training.

In addition, to fulfil the role, you will need to:

- Attend regular meetings (around six per year);
- Visit the school for meetings and for monitoring visits;
- Do some background reading.



The attached sheet summarises the circumstances under which someone cannot serve as a Governor.

Nominations must be from parents/carers with pupils at the school on the day that nominations close.

If you would like to stand for election, please arrange for the attached nomination form to be completed and returned to the school or by email to Mrs Whitehead at admin@larchwood.essex.sch.uk by no later than **midday on Friday 29 November 2024**. Please include a short personal statement to support your nomination, which should be no longer than 250 words.

If you would like paper copies of the nomination form or any of the documentation, please email admin@larchwood.essex.sch.uk or contact the school on 01277 372450.

Parents/carers include, the parents (natural or adoptive), any individual, who has or has had 'parental responsibility' or a person, who the pupil lives with and looks after the pupil, irrespective of what their relationship is with the pupil.

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



Mr S Bowsher
Headteacher

