



## **Burnside Academy**

Brinkburn Crescent

Houghton-le-Spring

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**Headteacher: Mrs L Kelly**

**To:** All Parents of Pupils

**Date:** 6<sup>th</sup> May 2025

**This matter is being dealt with by:** Simon Allan, Clerk to the Governing Body

*Dear Parent,*

### **PARENT GOVERNOR ELECTION**

One vacancy exists at your child's school for a Parent Governor with immediate effect. Governors serve a four year term of office.

I am writing to you, on behalf of the Governing Body, to seek nominations for the vacant position. You would be expected to attend Governing Body meetings at least once a term, usually late afternoon and the powers of the Governing Body broadly are:

*Working alongside the Headteacher, Governors' responsibilities can 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
- 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 **23<sup>rd</sup> May 2025**.

It should be noted that the appointment of a Parent Governor will be subject to a satisfactory Disclosure and Barring Service check (DBS). Failure to undertake this check will result in disqualification from the post. Candidates can be assured that all information is treated in absolute confidence.

Yours sincerely

A handwritten signature in black ink, consisting of the initials 'JA' followed by a long horizontal stroke that ends in a small loop.

Simon Allan  
Clerk to the Governing Body