Dear Neighbour,

As a school we are currently seeking a new community governor and would be delighted if someone who resides nearby would take up the post.

**What is a school governor?**

School governors have a varied and important role, in helping our school run effectively. They have 3 core functions:

* Planning the strategic direction of the school
* Overseeing financial performance of the school and ensuring money is well spent
* Holding the headteacher or school leadership to account

The governor role is strategic rather than operational. Governors don’t get involved with the day to day running of a school, instead supporting and challenging the school’s leadership team to drive school improvement. They champion the work the school does.

**Our governing board**

Our board consists of 12 people and we meet all together 6 times per year – sometimes in person and sometimes via Zoom. We also have two main committees that governors join – a finance and premises committee, which oversees how money is spent, and a pupil related committee, which monitors pupil’s educational outcomes.

Our governors come from our local community and in their role they:

* get to know the school, including visiting the school occasionally during school hours and in agreement with the headteacher, and gaining a good understanding of the school’s strengths and weaknesses
* attend induction training and regular relevant training and development events
* attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting
* act in the best interests of all the pupils of the school
* behave in a professional manner, as set down in the governing board’s code of conduct, including acting in strict confidence

Being a school governor is a commitment and a responsibility, but offers you the chance to see first-hand the impact you can make in improving education for children in your community.

**Do I need to have certain qualifications?**

No special qualifications are needed, and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body’s work.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor.

At the moment we are particularly looking for someone who can strengthen our board with skills in XXX, though this is not a requirement for the role.

**How do I apply?**

To find out more about the role, you can find information on the Governors for Schools website ([www.governorsforschools.org.uk](http://www.governorsforschools.org.uk)), alternatively you can get in touch via the school office and we will arrange to talk you through what it involves.

If you would like to apply, please complete the application form on the Governors for Schools website, specifying XXX School as your preference, so that they can support our recruitment process and provide you with additional resources and training for the role.

If it’s something you might be interested in we hope you’ll apply. We’re keen to have more local community voice within our school.