



13 November 2024

Dear Parent or Carer

PARENT GOVERNOR ELECTION

Hurst Green Infant and Nursery School (part of the Tandridge Learning Trust) currently has a vacancy for a parent governor on their Local Governing Committee (LGC). This is an exciting and rewarding opportunity for anyone with a passion for providing children with the best education in life. The role is open to parents/carers with one or more children currently attending Hurst Green Infant and Nursery School.

At Tandridge Learning Trust each school has their own Local Governing Committee (LGC) delegated by the Trustees to ensure clarity of vision, ethos and the strategic direction of the school. The LGC supports the Trust in holding the Headteacher to account for educational performance of the school and its pupils. Although the budget for each school is set by the Trustees, the LGC ensures that budget is monitored closely throughout the year and value for money is achieved.

The role is an important and interesting one for those who have time and energy to invest. It provides a way to become involved in, and make a contribution to, the school and local community.

Parent governors do not speak on behalf of the parent body but bring a parental perspective to discussions. This is to help the committee understand parents' views and to remind everyone to factor the parent community into discussions. The role and responsibilities are the same as for other governors, so it is not the case that parent governors should seek feedback from other parents in order to present a suggested direction or decision. You therefore do not need to be in the playground every day. Equally, the roles of governor and parent must remain separate, acting at all times in the best interests of all children at Hurst Green.

Amongst the governors we have a diverse set of skills, life experiences, professions and personal qualities and we all bring something special to the team and we encourage applications from anyone with a passion for helping the school improve, regardless of background, life experience or faith.

For anyone joining the team, there is an expectation that they will be able to commit time during the academic year to governor duties.

This can be around 60 hours a year and consists of:

- preparing for and attending meetings (typically a 7pm Monday evening meeting each half term, plus occasional before/after school meetings),
- carrying out monitoring visits and learning sessions during the school day
- keeping themselves up-to-date through training – which is free.
- The term of office is 4 years.

Headteacher: Mrs S George
Address: Wolfs Wood, Hurst Green, Oxted, Surrey, RH8 0HJ
Telephone: 01883 712171 Email: Office@HurstGreenSchool.org
Website: www.HurstGreenSchool.org

Tandridge
Learning Trust

If being a governor is of interest to you, and you would like to stand for election please arrange for the enclosed nomination form to be completed and emailed to the clerk to governors – Jette Wainwright.
Email: jwainwright.gov@hurstgreenschool.org by noon on Wednesday 27th November 2024

Parents/carers who are applying are invited to provide a brief statement of no more than 100 words providing the following information:

- your reasons for seeking election
- the skills you can bring to the Local Governing Committee and some evidence of those skills
- your commitment to the demands of the role and to developing your skills to be an effective governor

The code of conduct and disqualifications for governance are attached. Anyone standing for election must certify that he/she is not disqualified for any reason.

If there are more nominations than vacancies, a secret ballot will be arranged with ballot papers sent to all parents and carers together with details of the ballot procedure.

If you would like to discuss the above further either before or during your application, we would be happy to meet any potential parent governors. Please contact us via either school office or email:
nedmondson.gov@hurstgreenschool.org

Yours sincerely

Nicole Edmondson

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Chair of Governors

Encl:

Nomination form

Disqualification and Eligibility Criteria for Parent Governors

Code of Conduct