



Braunston C.E. Primary School
Barby Road, Braunston, Daventry, Northamptonshire NN11 7HF
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Headteacher: Mrs L Willis Email: head@braunston.pdet.org.uk
Business Manager: Mrs E Hands Email: office@braunston.pdet.org.uk

11th March 2024

Dear Parents

Vacancy for a Parent Governor

I am writing to inform you that we will be electing a new parent governor to join our Academy Governance Committee of Braunston CE School. Parent governors are very valuable members of the Committee; we rely on them to help us keep in touch with what parents are thinking.

Our school is part of Peterborough Diocese Education Trust (PDET) and the Academy Governance Committee (AGC) is a committee of the Trust's board of Directors. The Directors have delegated to the AGC a range of duties/responsibilities. These are outlined in the document called 'The Role of the AGC' which can be found on the PDET website – www.pdet.org.uk.

In your role as a governor, you will be supported in your duties by other experienced members of the AGC, the Headteacher, the PDET's Central Team and the Clerk to governors.

All governors need:

- Commitment to improving education for all pupils;
- Commitment to supporting the Christian ethos of the Trust and the Academy
- Ability to work in a team and take collective responsibility for decisions;
- Willingness to learn;
- To have read PDET's Privacy Notice for Volunteers (a copy of which is attached).

We have identified as an AGC that we need experience and skills in the following areas, but this is not essential:

- Buildings Maintenance, Health and Safety
- Contacts within the community

The level of commitment required is:

- Attendance at 6 AGC meetings per year on a weekday [evening] (approx. 2 hours each);
- Attendance at training as required;
- Undertaking structured monitoring visits to the School – at least one per term;
- Working outside of meetings reviewing policies and other documents and/or on task and finish groups.



Anyone who has parental responsibility for a pupil on the School roll at the time of the election can stand for election and can vote in the election.

Braunston CE School is totally committed to safeguarding children and so the successful applicant will require a DBS check prior to taking up the appointment.

For more information, please contact Jane Morgan, Chair of Governors or Jean Waghon, Vice Chair of Governors. Their email addresses are j.morgan@braunston.pdet.org.uk and j.waghorn@braunton.pdet.org.uk

Parent governors play a vital role in the governance of the Academy, bringing parent viewpoints and insights to the AGC in the interests of the Academy as a whole.

If you are satisfied that you meet the criteria, are eligible to become a governor and wish to apply for this role, please complete a nomination and declaration form. Please include a personal statement of relevant experience and why you would like to become a governor. This statement will be circulated to all parents in the event an election is required. The nomination and declaration form is attached. An electronic version can also be downloaded from the School website at www.braunstonprimary.org.uk

The timeline of the process is as follows:

1. All nominations and declarations to arrive in the School office by 10.00am on Friday, 22nd March 2024
2. All nominations pre-screened against criteria and experience/skills required Monday, 25th March 2024
3. Ballot papers sent out Wednesday 17th April 2024
4. Voting closes at 10.00am on Monday 22nd April 2024
5. Successful applicant[s] informed Wednesday 24th April 2024

Ballot forms will be sent home with the children so please check in book bags. Each parent will have one vote regardless of the number of children you have in the School. The ballot is secret; you can send or post the ballot papers back in a sealed envelope, or drop it into the ballot box outside the School office.

Yours sincerely

Jane Morgan
Chair of Governors



