

23 January 2025

Dear Parent(s)/Carer(s),

I am writing to inform you of a vacancy for the role of parent Governor on our Local Governing Body.

### **The role of the Local Governing Body (LGB)**

The LGB is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance with a particular focus on monitoring:

- The standards of educational performance of all pupils
- The wellbeing and safety of all children and adults within the school
- The school's position and role within the local community

### **The role of a parent governor**

As a parent governor you will work with the LGB to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the LGB is connected with, and is aware of the views of, parents and the local community.

To be a parent you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the LGB delivers effective governance

### **Expectations of LGB**

- LGBs meet termly (3 times per year, mostly of an evening) and it is important that you are able to attend these meetings so that you are up to date and able to contribute fully to discussions.
- In addition to this, you may be assigned a specific 'link role' dependent on your skills and you will be expected to visit the school during the day. These LGB 'visits' are an important part of getting to know the school and provide first hand insight into many of the items discussed at LGB meetings.

CARTERHATCH JUNIOR SCHOOL  
CARTERHATCH LANE  
ENFIELD EN1 4JY

T 020 8804 2101  
W [WWW.CARTERHATCHJUN.ORG](http://WWW.CARTERHATCHJUN.ORG)  
E [ENQUIRIES@CARTERHATCHJUN.ORG](mailto:ENQUIRIES@CARTERHATCHJUN.ORG)

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**HEADTEACHER** [MS H McGOVERN](#) • **DEPUTY HEADTEACHERS** [MISS C NEWTON](#) & [MRS A FRY](#)

Carterhatch Junior School is part of the Connect Education Trust. The Trust is a charitable company limited by guarantee and registered in England and Wales with registered number 10309116. Our registered office is at Chesterfield Primary School, Chesterfield Road, Enfield EN3 6BG.

- To carry out your role we provide appropriate induction training soon after you take up office. You can also access a wide range of training opportunities to support your development.
- You are also expected to abide by Connect Education Trust 'Code of Conduct' which sets out the standards of behaviour expected of all LGB at all times. You will also undertake an enhanced DBS check to confirm suitability for appointment as an LGB.

### **How to apply**

If you're interested in applying for the role, please complete the candidate form attached to the letter and return to Helen McGovern as soon as possible. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact Helen McGovern.

**Yours sincerely,  
Chair of LGB and Headteacher**

<b>Candidate name:</b>	
<b>Candidate address:</b>	
<b>Candidate statement:</b>  Outline why you are interested in becoming a LGB. Include: <ul style="list-style-type: none"> <li>• Particular skills and experiences you feel are relevant to the role</li>   <li>• Other relevant interests or hobbies</li>   <li>• If applicable, details of what you have contributed to governance during your previous term of office</li> </ul>	

I confirm that I am a parent or carer of a registered pupil at Carterhatch Junior School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_