

Holt House Infant School
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Sheffield
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0114 2553717



Carterknowle Junior School
Carter Knowle Road
Sheffield
S7 2DY
0114 2552347

HOLT HOUSE AND CARTERKNOWLE SCHOOLS FEDERATION

Dear Parents/Carers

2 July 2018

ELECTION OF CO-OPTED GOVERNOR TO THE GOVERNING BODY OF HOLT HOUSE AND CARTERKNOWLE SCHOOLS FEDERATION

Would you like to be a Governor of your child's school? As you may know, a number of places on the Governing Bodies of Sheffield schools are reserved for co-opted governors and the Holt House and Carterknowle Schools Federation need to fill 2 vacancies for co-opted governors.

If there are members of your wider family who are involved in caring for your child/children and are interested to be part of the governing body they could put their names forward as a possible co-opted governor.

It is a chance for you to have an influence over the education the schools provide for all children. Governors make strategic decisions about school policies, including the curriculum, staffing and the school's finances. Governors are not involved in the day to day running of the school.

Their role is vital to the education of the children of Sheffield so we would urge you to consider standing. In case you feel a bit daunted by the responsibilities, training will be available to help you understand your role as a Governor.

The Governor will be expected to attend at least three full meetings of the School Governing Body each year and also other meetings of Committees of the Governing Body. They will take an active interest in the school and the children.

- The term of office is four years.
- If you wish to stand for election you may nominate yourself as a candidate. No proposer or seconder is required but you must signify your intention to stand in writing to the school by 15 June 2018. It would also be helpful if you would provide a short personal statement with your nomination.

Please note that there are certain restrictions which prevent a person from standing for election as a Governor.

A person cannot stand for election as a Governor if they are an elected member of the Local Authority or if they work at the school for more than 500 hours in a school year. People who are bankrupt may not serve as Governors, nor may people who have in the previous five years been sentenced to three months or more in prison without the option of a fine, people who have been sentenced to a period of more than two and a half years of imprisonment may not stand within twenty years of that conviction and anyone who has been sentenced to a period of imprisonment of five years or more is totally disqualified. People who are disqualified from working with children may not hold office as a Governor. Governors are required to have an enhanced DBS check.

Should you be in any doubt about any aspect of nominations or appointments, do not hesitate to contact me at the school or you may wish to telephone the School Governor Support Team at Sheffield City Council on 250 7417

Please see the attached sheet 'What is involved in being a governor?' Please return your intention to stand as a governor, in writing, to the school by **13 July 2018**.

Yours faithfully

R Watterson

Rachel Watterson
PA to Headteacher