



# Corbridge Middle School

*Specialist Arts College*

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Headteacher: Mrs J. Kennedy

Deputy Head: Mr D. Johnston

19<sup>th</sup> Sept 2016

Dear Parent

## School Governing Body

A vacancy has arisen on the Governing Board for the appointment of one Parent Governor. Parent Governors must be elected by the parents of pupils at the school and must themselves have children at the school. The period of office is 4 years. A Parent Governor is not obliged to resign from office if his/her child leaves the school and may remain on the Governing Body until his/her period of office expires.

We would particularly like to encourage applications from parents with time available to fulfil the role, board experience and/or accountancy experience. Despite the fact full governing board meetings are in the evening; there will be a need to visit the school during the daytime in order to meet both staff and pupils.

If more nominations are received than are required to fill this vacancy, prospective candidates will be given the opportunity of providing a brief election address, which we will arrange to have circulated with the ballot papers.

Any parent who wishes to stand for election should inform Mrs Harvey who will arrange for you to meet with Mrs Jo Holmes, Chair Governors, to discuss the role further. The nomination form, duly completed, will need to be received no later than Monday 3<sup>rd</sup> October 2016.

**NB** It is a policy of Corbridge Middle School that all Governors undertake a Disclosure & Barring Service (DBS) check as there may be some unsupervised access to children when carrying out visits and because they become familiar to children in school. For the successful candidate this will entail providing proof of identity and the completion of a declaration form to enable the necessary checks to be carried out.

Yours sincerely

J Kennedy  
Headteacher

J Holmes  
Chair Governors

