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To: Parents/Carers of children at
Meadow Lane Infant School

19 September, 2016

Dear Parent/Carer

Nominations for Parent/Carer Representation to the Temporary Governing Body of Meadow Lane Infant School and College House Primary School

You will be aware that the County Council has consulted with parents/carers, governors and staff about amalgamating Meadow Lane Infant and College House Primary Schools and that statutory notices have been in force regarding the proposal.

The decision to amalgamate the schools has been considered by Cllr John Peck, the chair of the Children and Young People's Committee. Nottinghamshire County Council and has also written to the Secretary of State for Education to advise her of these proposals.

The temporary governing body will consist of

- four parent governors
- one staff governor
- one Local Authority governor
- five co-opted governors of which one position may be a member of staff
- one headteacher

It is the County Council's responsibility to appoint interested adults to the parent, co-opted, staff and Local Authority places on the temporary governing body. If you feel that you can contribute to the work of the temporary governing body, are a parent/carers of a registered pupil at Meadow Lane Infant School and wish to be considered for appointment as a parent governor, please complete the attached expression of interest/self nomination form.

The temporary governing body will be responsible for making all the arrangements for the opening of the new school and there will need to be a substantial time commitment to the affairs of the school. Most meetings will be in the evenings. The temporary governing body will be supported by a clerk to governors, appointed by the County Council.

It is anticipated that the first meeting of the temporary governing body will take place during the second half of the autumn term, 2016, or the beginning of the spring term 2017.

All nominees will be considered based on the skill set needed by the temporary governing body as a whole, including experience of governance.

The successful applicants for all the positions on the temporary governing body will be informed by the end of October. If the decision of the Secretary of State is not to allow the amalgamation of the two schools to proceed, we will contact you again and the temporary governing body will not meet.

Eligibility

To be considered for appointment as a parent governor you must be at least 18 years of age and be a parent of a child who attends Meadow Lane Infant School or a person who has a child under, or of, compulsory school age. You must also meet the legal eligibility criteria. (The reasons for ineligibility are listed on the reverse of the expression of interest/self-nomination form). Successful applicants will be subject to a DBS check prior to confirmation of appointment.

The County Council may not appoint people who are elected members of the County Council or who work, or are likely to work, at the school for more than 500 hours in a school year, as parent governors.

Previous experience as a school governor is welcomed but is not essential. The role of a school governor is an important public service and can be both demanding and at the same time, very rewarding. There is training and support available and parents/carers should be reassured to know that no individual will be expected to take personal liability for decisions. It is about teamwork and decisions are taken as a corporate group. The role of a school governor is undertaken on a voluntary, unpaid basis.

How to apply

If you are interested in taking part in this exciting and challenging venture please complete the attached expression of interest/self-nomination form and return it to the address below by noon on **Monday, 3 October, 2016**. The Corporate Director, Children Families and Cultural Services, will consider all expressions of interest from parents/carers and will make the appointments. Parents should note that the regulations for temporary governing bodies determine that selection will be made at the discretion of the Corporate Director, Children Families and Cultural Services, rather than by the election process which is used for permanent governing bodies.

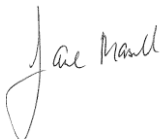
Should you have any queries about this process please contact governor services on 0115 9772672.

Please return completed expression of interest/self nomination forms to:-

Jane Mansell
Acting Team Manager
Nottinghamshire County Council,
Governor Services, Meadow House, Littleworth
Mansfield, Nottinghamshire, NG18 2TA

Or via email to: jane.mansell@nottscc.gov.uk

Yours sincerely



Jane Mansell
Acting Team Manager
Governor Services

Enc.