



Friday 14th September, 2018

Dear Parent/Carer,

School Vacancy for a Parent Advisory Board Member

An exciting opportunity is available for parents/carers to join our Local Advisory Board. Our Advisory Board is made up of parents, staff and individuals from the community that could add value and support the strategic development of the school. We are seeking to attract parents who are enthusiastic about the success of the school and the wellbeing of its staff and pupils and would like to work as part of a team actively promoting and supporting the school's vision and values.

The role and responsibilities of the Advisory Board

The Advisory Board has a key role in influencing the development of the school and ensuring it is meeting the needs of children, working closely with the Headteacher to support the development and improvement of teaching, learning and standards in school.

The board is representative of the whole school community and provides a mechanism for you to be consulted, learn more about the school and how you can be involved in it, be provided with information and an opportunity to be involved in key decisions.

As a parent you have a unique perspective which you will be able to use to influence decision making and policy for the benefit of the school and all its pupils.

The Advisory Board follows an agreed Scheme of Delegation which sets out the requirements of the Trust and details where the Trustees delegate governance functions locally. The Trust Board remains accountable for these functions.

Parent Advisory Board Members

Parent Advisory Board Members must be a parent/carers of a registered pupil at the school. Parent Advisory Board Members have exactly the same duties, responsibilities and rights as all other categories of Advisory Board Members, bringing their own unique perspective to the discussion and debate that determine the policies of the school.

Commitment

If you join our Advisory Board, you will serve for a three-year term and you can continue to the end of the term of office even if your child/children leave the school. Of course, being a member does take up time. The Advisory Board meetings are usually held four times a year and typically at Sileby Redlands Community Primary School. You will need to set aside time to be able to be an effective member, time to prepare for meetings, for visiting the school, and undertaking training.

The application process

If you wish to stand for election as a parent Advisory Board member you should complete the attached form and return it to the school no later than **9am on Monday 24th September, 2018**. You should ensure that you are eligible to serve as a parent member and information about eligibility and how to stand for election are included in this letter. Please note the school is required to carry out a Disclosure and Barring Service (DBS) check prior to your appointment.

We have one parent vacancy and, if in the fortunate event, we have several candidates for the vacancy a ballot will be held in which all parents will be eligible to vote. I will contact you to let you know about the arrangements in this eventuality.

Should you require more information relating to this election please speak with Vanessa Dakin, our current Chair of the Advisory Board at Sileby Redlands Community Primary School.

Yours sincerely,

Mrs Michelle Tobin
Headteacher

Vanessa Dakin
Chair of Advisory Board