

# Allerton Grange School



**Talbot Avenue**  
**Leeds LS17 6SF**  
**Headteacher: Mr M Roper**

Tel: 0113 393 0304  
Email: [agadmin@allertongrange.com](mailto:agadmin@allertongrange.com)  
[www.allertongrange.com](http://www.allertongrange.com)  
Allerton Grange School  
@Allerton\_Grange

Our Ref: MRp/BMa

27 February 2023

Dear Parent/Carer

## PARENT GOVERNOR VACANCY

I am writing to inform you that we have a vacancy on our governing body for a parent governor.

We are seeking a governor who reflects the diverse community we serve. This is an exciting opportunity for someone who wants to make a difference in their local school and, as a parent/carer of a child at Allerton Grange, you are invited to stand as a candidate. If you wish to nominate yourself to become a parent governor, please complete the enclosed form and return it in a sealed envelope, marked for the attention of Mrs B Manfredi, Headteacher's PA, by no later than 3.00 pm on Monday 13 March 2023.

The information included with this letter describes the process of becoming a governor, its role and the key characteristics desired.

Please note that you are not eligible to be a parent governor if you work at the school for more than 500 hours per year or are an elected member of the local authority. You are also not eligible to be governor if you fulfil any of the disqualification criteria listed on the eligibility form.

If there is only one nomination for the position, that person will automatically be declared as a governor. If there are more nominations than places, a ballot will be held to select the parent governor. For this purpose, nominees are invited to prepare a short statement which will be circulated with the ballot forms. The length of the statement should not be more than 200 words. (The Headteacher has the right to reduce any statements over and above this limit).

I do hope you will give some thought to standing as a parent governor.

On another note, if you know of any members of the community (**not a parent at Allerton Grange**) who would be interested in becoming a co-opted governor, please contact Mrs Barbara Trayer, Chair of Governors at [chair@allertongrange.com](mailto:chair@allertongrange.com)

Yours faithfully

M Roper  
Headteacher

