

# Allerton Grange School



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**Headteacher: Mr M Roper**

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Our Ref: MRp/BMa

07 May 2024

Dear Parent/Carer

## PARENT GOVERNOR VACANCY

As your child will be joining Allerton Grange in September, 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 soon to start 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 to school in a sealed envelope, marked for the attention of Mrs B Manfredi, Headteacher's PA and Clerk to the Governing Body. It must be received no later than 3.00 pm on Tuesday 21 May 2024.

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 a 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. 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

