21st September 2023

Dear Parent/Carer

I am writing to inform you of two vacancies for the role of parent governor on our governing board.

Governors come from all walks of life and they provide a variety of skills and experience to the governing board, which ultimately has a positive impact on the College. It also offers great career opportunities for the individual as it can be added to their CV to show a wealth of experience in the wider community and it demonstrates a number of important qualities such as strategic planning, performance management, decision making, communication and teamwork. No experience is necessary as Frome College provide full training.

The three core functions of the Governing Board

1. Hold senior leaders to account.
2. Oversee financial performance.
3. Ensure clarity of vision, ethos and strategy

The role of a parent governor

As a parent governor, you will learn how decisions are made at Frome College and the pressures that the senior leaders face. It’s a unique opportunity to see how Frome College is managed while playing an integral role in deciding what happens next. You’re not bringing complaints or opinions of other parents to the board, rather you’re highlighting how board decisions impact the school from a parent’s perspective.

To be a parent governor you should have:

* A strong commitment to the role and to improving outcomes for Frome College children.
* Good inter-personal skills, curiosity, and a willingness to learn and develop new skills

The governing board is keen to hear from candidates who:

* Know and can identify with the community served by Frome College
* Have knowledge, experience or training that will help promote diversity and inclusion

Expectations of governors

Governors are expected to

* Attend six Governing Board meetings per academic year, these are held on a Wednesday evening and are a mixture of in-person and virtual meetings.
* Take time before each meeting to familiarise yourself with the agenda and read any supporting documents.
* Maintain confidentiality
* Show a commitment to ongoing development. Training such as safeguarding is mandatory however we also subscribe to an e-learning package from the National Governance Association. The subjects offered by the NGA vary from ten minute bite size sessions to in depth two hour modules.
* Make occasional visits to Frome College to see plans working in practice, listening to the views of staff and students.

Governors may also be asked to take part in

* permanent exclusion hearings
* staff disciplinary matters
* consider official complaints

The term of office for a Governor is four years, however you can of course, resign at any time.

If you’re interested in applying for the role, please complete the candidate form attached to this letter and return by hand to College Reception or via email to [FccParentGovernorElection@FromeCollege.org](mailto:FccParentGovernorElection@FromeCollege.org) by **3pm Friday 6th October 2023**.

If we receive more applications than there are vacancies, a secret ballot will be carried out.

If you have any queries about this process or would like to find out more about the role, please contact our Chair of Governors, Gayle Willmott at [GWillmott@FromeCollege.org](mailto:GWillmott@FromeCollege.org)

Yours sincerely,

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Description automatically generated

Kerry Jones

Clerk to Governing Board