Monday 8th September 2025

Dear Parents & Carers

**Parent Governor Vacancy on the Viridis Schools Federation Full Board**

We currently have a vacancy for parent governor on the Full Board. Appointments to the post of parent governor are made through a nomination and election process. Any parent or carer of a child registered at any of the three schools within the Federation may become a parent governor unless they are:

* An elected member of the local authority, or
* Paid to work in the school for more than 500 hours in any 12-month period

Being a governor is a great way of getting to know the schools and help shape the future direction of The Federation. All governors are volunteers with a term of office of 4 years. Governors are responsible for setting the strategic direction for the school, creating robust accountability and ensuring financial probity. In order to fulfil these duties, governors are expected to:

* Attend governing body meetings (3 per year)
* Sit on a local school committee (usually 3 committee meetings per year)
* Attend a termly governors’ visit session, which will be held during the school day
* Be willing to attend ad hoc meetings to deal with any urgent matters that may arise
* Come well-read, and be prepared to contribute positively to meetings
* Keep up to date with personal training and development needs

If you decide to stand for election:

* You can nominate yourself as a candidate, but you must be a parent or guardian of a child currently on the school roll
* You need to complete the attached nomination form and sign it. Please provide full contact details to enable us to contact you if necessary
* You must provide a personal statement of not more than 100 words (a typed version if possible) to be circulated to all parents if there is a need to go to ballot

We are keen to recruit swiftly so that the governor can attend the first full board meeting next month. The completed form on the next page can be returned to any of the three school offices by 10:00am on Friday 12th September.

If you would like more information about the role or the election process, please feel free to approach Mr O’Brien when he is at the schools.

I look forward to receiving your nominations.

Yours sincerely,

Victoria Crawford

Chair of Governors, Viridis Schools Federation

**Application for the role of Parent Governor at Viridis Schools**

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| **Title:** | **Full Name:** |
| **Any Previous Names:** | **DOB:** |
| **Contact Number:** | **Occupation:** |
| **Email Address:** | |
| **Home Address incl. postcode:** | **Work Address (for information only - we will not contact your employer):** |
| **Please tell us about what excites you about the opportunity of being a Governor at the Viridis Federation (please be specific to our context):** | |
| **Please tell us what experience you have and what you think you can offer to support school improvement:** | |
| **Signed:** | |

***Please note governors must undertake to complete a full DBS check before commencement of their term.***