



Charlton Kings Infants' School

Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY

Telephone: (01242) 514483



Head teacher: Katie James BA (Hons) QTS

Email: Head teacher: head@ckis.org.uk
School Business Manager: sbm@ckis.org.uk
Secretary: secretary@ckis.org.uk

Friday 6th October 2023

Dear families,

We currently have vacancies for two parent governors and are seeking nominations for enthusiastic and committed parents or carers to join the governing board.

There are no particular qualifications required for the role but, following an analysis of the results of our skills audit, we have skills gaps in the areas of health and safety, finance knowledge, buildings and data handling so would be particularly keen to receive nominations from someone with experience in any of these areas.

The core functions of the governing board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The term of office for all governors is four years.

At CKIS we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing board's main tasks are to support the school, ensure that all pupils receive a high-quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We appreciate that parents are prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.





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Governors currently meet as a full board four times a year and meetings usually start at 6.30pm and finish around 8.00pm. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given.

In addition, Governors will hold a position on one of our three committees; Finance and Operations, Audit and Provision.

All governors are invited to join the committee that their skills and experience match with, or one which they have a particular interest in. They are requested to attend these termly meetings.

Governors are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

We offer new governors a comprehensive and supportive induction, and each new governor is assigned a mentor. Full training for the role is also available.

If you are interested in becoming a parent governor, please complete the attached form, which will need to be submitted, if possible, via email to the clerk at clerk@charltonkings-inf.gloucs.sch.uk by 12.00 noon on Friday 20th October 2023.

Should you have any questions about the role, please do not hesitate to contact me. My email address is clerk@charltonkings-inf.gloucs.sch.uk

If there are more nominations than vacancies, an election will be held during the week commencing Monday 23rd October 2023 and all parents will be sent a voting paper.

Yours sincerely,

Mrs Ruth Watson
Clerk to Governors

