

Co Head Teacher: Maggie Down
Co Head Teacher: Kate Marchesi
Acting Deputy Head: Helen Woolvet
Assistant Head: Helen Smith
Assistant Head: Jackie Squires
Inclusion Leader: Jane Mason



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Strive † Aspire † Succeed

13th June 2024

Dear Parents and Carers

Nominations for election as a Parent Governor

A vacancy will arise at the end of the summer term in for a parent Governor of St Martin's Church of England Schools, Epsom, and I am writing to seek nominations for parents or carers who wish to stand for election as Parent Governors. I would like to record thanks to Lei Wang for her contribution to St Martin's during her time in office as a Parent Governor.

We are also looking to recruit to a second vacancy which will arise with the end of the term of office of Elzanne Smit, on 6 October 2024.

The Local Governing Body provides strategic challenge and support to the Executive Leadership Team at the school and is delegated specific functions by the Trust Board through the Trust's Scheme of Delegation. The role is voluntary and includes attendance at termly meetings of the full Local Governing Body and the committee to which a Governor is appointed. Governors may also participate on panels and are expected to attend governor training.

The core role involves monitoring of the school's educational, financial and operational delivery to ensure the best possible outcomes for pupils. Governors are not involved in the day to day running of the school but are provided with a range of information to support them to fulfil their responsibilities. Parent Governors provide the perspective of the parent body but do not represent individual parental concerns.

Governors serve a term of four years and Parent Governors are subject to the pre-appointment checks applicable to all Governors, including signing a code of conduct, completing the annual declaration of interests form and undertaking a DBS check. Training and induction are made available for all new Governors.

To fulfil the role, you will need to:

- attend regular meetings
- visit the school
- do some background reading and preparation for meetings
- take part in induction training and ongoing development (which will be provided for you)

Infant School - Worple Road, Epsom KT18 7AA

Junior School - Ashley Road, Epsom KT18 7AD

St Martin's Church of England Schools are part of
Enlighten Learning Trust, Company Number: 8812257
Registered in the UK



Who can apply?

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child registered at St Martin's Schools. You do not need any specific qualifications. The enclosed sheet summarises the circumstances under which someone cannot serve as a Governor and parents may not nominate themselves if they are:

- an elected member of the local council
- paid to work in the school for more than 500 hours in any twelve month period
- disqualified from serving as a Governor for any of the reasons listed in the attached disqualification document.

Every Governing Body needs a balance and diversity of knowledge, skills and experience. The Local Governing Body would welcome applications from candidates with a range of experience as we will be reviewing committee appointments for the next academic year and anticipate vacancies on both our Education and Wellbeing Committee and our Finance and Resources Committee.

The Governing Body welcomes candidates who are supportive of St Martin's inclusive vision.

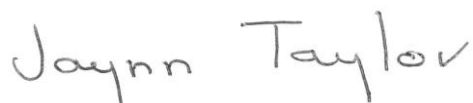
How to apply If you would like to apply, please complete the enclosed nomination form and return it to clerk@stmartinsepsom.school by 3 pm on Thursday 27 June 2024. If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, details of how to vote and voting papers will be sent to all parents and carers.

I would like to encourage you to consider this vacancy and how best it can be filled from among the parent body. If you have any questions to raise on the role, or would like to be put in contact with any parents or other Governors who currently serve on the Local Governing Body, or previous Governors, please contact Tessa Jones, Clerk to the Local Governing Body, by email on clerk@stmartinsepsom.school

I look forward to hearing from you and receiving nominations for candidates for the role of Parent Governor by 3 pm on Thursday 27 June 2024.

Yours sincerely



Jaynn Taylor

Chair of the Local Governing Body /Returning officer

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