



26 January 2023

Dear Parents/Carers

### **PARENT GOVERNOR VACANCY**

The College is seeking to appoint a Parent Governor to join our Governing Body. Our Governing Body is an integral part of the College's vision and we believe it is important to have a fair representation from parents.

Being a Governor is an important role in the life of the College as Governors work with the Head of School and Executive Headteacher in setting the overall direction of the College. Governors are involved in a number of areas in the College, namely they are involved in decisions with staff appointments, the budget and expenditure on the premises of the College. They discuss student achievement, the College's vision and receive detailed reports on how the College is progressing.

We would like the members of the Governing Body to continue to represent the excellent diversity of our intake and want anyone who has time to offer and a passion to offer their services in this key role. In particular, we currently need people who have HR, financial and premises expertise. A wide variety of other skills are also very welcome.

### **Are you interested?**

If you are interested in becoming a Parent Governor but feel a little daunted by the responsibility you may be taking on, remember that full training will be available, and you will always act as part of a team. No particular experience or qualifications are required. Your role would be as a typical parent bringing a parent's perspective to the running of the Governing Body and the College.

### **Your Commitment**

If you become a Governor, you will be taking on the following commitments to help make sure the College is well managed:

- Share the responsibilities of the Governing Body as summarised above.
- Attend and participate in 6 meetings per year which normally last no longer than two hours
- Undergo appropriate training
- Will be required to sign the Governing Body's Code of Practice, and to undergo an enhanced DBS check



**Kemnal  
Technology  
College**

We therefore invite all parents to nominate another parent and/or yourself and to complete the Nomination Form which is attached. As you see, the signature of the nominee is required, to indicate their willingness to serve on the Governing Body, together with a short personal statement (**no longer than 60 words**) from the candidate which will be circulated to parents with the ballot paper and which will help them to make their choice. Finally, the signature of one other parent, prepared to second your nomination is required.

Prior to a nomination being accepted the nominee must confirm that they are not disqualified from being a Parent Governor by signing and returning the Declaration of Eligibility on the nomination form.

To be accepted, nominations must be either delivered to the College or sent by email **no later than midday on Friday 10 February 2023** to my PA, Margo Sweeney, ([margo.sweeney@kemnal-tkat.org](mailto:margo.sweeney@kemnal-tkat.org)). When we have received the nominations, ballot papers will then be sent out by email on Monday 20 February 2023. These should be returned to the Front Office or emailed to Margo Sweeney no later than **Wednesday 22 February 2023**. The count will take place the same day and the successful candidate will then be notified.

If you require any more information then please do not hesitate to contact Carol Thomas, Clerk to the Governing Body at [cthomas@tkat.org](mailto:cthomas@tkat.org) who will be able to answer any queries or questions that you may have.

Yours faithfully

**Ms Emma Wride**  
**HEAD OF SCHOOL**

**Mr Stuart Smith**  
**EXECUTIVE HEADTEACHER**