



11 October 2023

Dear Parent/Carer,

CCHS/Colne Local Governance Committee - Parent Governor Vacancies

I am writing to inform you that vacancies have arisen on the Clacton County High School/Colne Community School local governance committee (LGC) for the role of parent governor.

The role of the local governance committee

The schools' LGC is responsible for providing confident and strategic leadership and creating robust accountability, oversight and assurance for the schools' performance.

The committee is passionate about education, safeguarding and committed to continuous school improvement to ensure the best possible outcomes for our students.

The role of a parent governor

As a parent governor, you will work with the committee to make sure it effectively carries out the duties referred to above. You will also play a vital role in bringing a parental perspective to the LGC, but the role does not include speaking 'on behalf' of the parent body.

To be a parent governor you should have:

- A strong commitment to the role and to safeguarding and improving outcomes for children.
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills.

The LGC would welcome expressions of interest from parents with backgrounds in the following areas, however, this list is not exhaustive:

- PR/Marketing
- Human Resources
- Education
- Economic
- Leadership
- Business
- Data
- Recruitment
- Health and Safety
- Coaching

Expectations of governors

The governors of the CCHS/Colne LGC play a key role in school improvement and accountability. New governors joining the committee would be expected to:

- Attend and contribute to committee meetings, held approximately four times during each academic year
- Uphold safeguarding responsibilities
- Act as a critical friend by both supporting and holding the Headteacher to account
- Maintain confidentiality
- Abide by the Sigma Code of Conduct for LGC members and abide by the seven [Nolan Principles of Public Life](#)
- Sit on discipline committees such as exclusion panels, etc
- Act as an ambassador for both CCHS and The Colne
- Undertake training provided by the schools and the Sigma Trust as well as any third party applicable training
- Assume a link governor area of responsibility on behalf of the LGC, to develop an understanding of a specific area within school and ensure appropriate processes are in place and report directly back to the LGC
- Make half termly visits to school for monitoring purposes linked to assigned areas of responsibility and write a follow up report.

The term of office for governors on the LGC is three years. Training and mentoring is available for all local governors and the Sigma Trust has an expectation that those new to being a local governance committee member will undertake induction and safeguarding training; a full DBS check will be completed prior to commencement of the role.

Expressions of interest

If you are interested in the role of parent governor, please complete this [Google Form](#) by 3:30pm on Friday 20 October 2023, we will then contact you in regards to the next stage of the process.

If you have any queries about this process or would like to find out more about the role, please contact Laura Patterson, Clerk to the LGC via clerk@colne.school.

Yours sincerely,



Neil Gallagher
Executive Headteacher

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