



Lichfield Down, Walnut Tree, Milton Keynes, MK7 7BW  
Tel: 01908 550811 Email: [heronsgate@mket.org.uk](mailto:heronsgate@mket.org.uk)

12<sup>th</sup> February 2021

Dear Parents & Carers,

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of parent governors, staff governors, and Trust appointed community Governors.

A vacancy has now arisen for a parent governor on our governing body. The governing body is asking for nominations from someone with parental responsibility for a child at the school. If it receives more than one nomination, then a ballot will be held.

You may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have, whatever they are, can be very useful to the governing body. At the moment the governing body is particularly interested in receiving interested from those with expertise in **buildings/estate management and Health & Safety**. However, please do not exclude yourself if you have skills in other areas. A willingness to engage and learn are highly valued. Governors also need what are known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards but training is available.

Our governing body expects governors to

- attend 3 termly meetings of the full governing body
- sit on **at least one of our committees** – PFF (Personnel, Finance and Facilities) or LTSW (Learning, Teaching and Student Welfare) and attend the meetings which are usually once a term
- visit the school formally for monitoring purposes at least once a year
- commit to attend training courses, perform additional research as required and take part in monitoring activities

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training via Milton Keynes Council Governor Services, including face to face and online learning

**Headteacher:** Mrs J. Edwards B.A (Hons)  
**Deputy Head:** Mrs C. Gardner-Potter B.Ed (Hons)

**Chair of Governors:** Mr K. Gowans  
**Business Manager:** Mrs K. Greenhalgh



If you would like to find out more about how you can contribute to governance at our school, please email me at [heronsgate@mket.org.uk](mailto:heronsgate@mket.org.uk) with your contact details and I will pass these on to the chair who will then arrange a time for a conversation.

Yours sincerely

A handwritten signature in cursive script that reads "J Edwards".

Jane Edwards  
Headteacher  
Heronsgate School

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