

17<sup>th</sup> October 2014

Dear parents/carers,

I refer to my letter to you dated 26<sup>th</sup> September 2014, which invited those of you who might be interested in becoming a Parent Governor to a meeting at the School with some of us who currently make up our Governing Body. As I mentioned, the Governing Body has two places for Parent Governors.

Four of you contacted the School to express interest and we had a meeting on Wednesday afternoon. In addition to myself, other Governors were present namely, Jeff Martin, Pauline Wallace and Richard Newman, who is a Parent Governor at Old Ford Primary A Paradigm Academy, and a Parent Director of Paradigm Trust; Amanda Phillips was also there in case anyone had any questions they wished to ask her regarding the role.

We covered a number of areas including:

- How the Local Body fits into the structure of Paradigm Trust
- The role and responsibilities of being a Governor
- The commitment required (including properly preparing for and attending meetings)
- Relationships (including working constructively as a team)
- Confidentiality (for example, regarding certain pupil data) and
- Avoiding conflicts of interest (including acting in the best interests of the School as a whole).

The next stage in the process is to seek from you nominations for the role of Parent Governor. A nomination form is attached to this letter. All you need do is to fill in the form, including a short statement about yourself and a passport sized photograph (optional) and return it to Amanda Phillips at the School by **Friday 24<sup>th</sup> October 2014**. Information about parents/carers who may not be eligible is also attached.

Details of those who have been nominated will be sent to all parents/carers during the week following the half term break. An election will be held if there are more than two nominations and every parent/carer who has a child at the school will be able to vote. If you have more than one child at the School there will only be an allocation of one vote per parent/carer.

Parent Governors are elected for up to four years and may continue to be a Governor after their children have left the School.

Executive Principal: **Amanda Phillips**

11 Solebay Street, London E1 4PW

**t:** 020 8980 2414

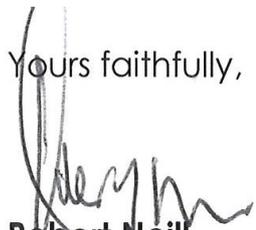
**e:** [info@solebayacademy.org](mailto:info@solebayacademy.org)

[www.solebayacademy.org](http://www.solebayacademy.org)

Two committed Parent Governors will strengthen our Governing Body and we very much look forward to receiving completed nomination forms.

If, having considered the matter further, you are now interested in becoming a Parent Governor, and would like to find out more about the role and responsibilities, or any of the other matters that we discussed at the meeting referred to above, please contact Amanda Phillips at the School as soon as possible.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Robert Neill', written over a faint, illegible stamp or background.

**Robert Neill**

Chair of Governors