***Appendix A***

Dear Colleague

**Staff Governor Vacancy**

We have a vacancy for a staff governor which we need to fill as soon as possible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school has always aimed for a partnership with parents, school staff, and members of the local community. The governing body's main tasks are:

* to ensure that the school has a clear vision, ethos and strategic direction;
* to hold the headteacher to account for the educational performance of the school and its pupils;
* to oversee the financial performance of the school and making sure its money is well spent.

I feel sure that there are staff members, whether they are full-time or part time, non-teaching or teaching staff, who will want to contribute to the development of the school by becoming a member of the governing body.

If you feel you are such a person, please contact the school office for an application form which will need to be completed and returned to the school by 12.00 noon on

If there is more than one application, we will hold an election. The voting paper will be sent to you at school or to your home address, as appropriate.

The guidelines which contain full details about the election procedure can be obtained from the school office.

Yours sincerely

Headteacher/Chair of Governors