



4th March 2024

Dear Parents/Carers

Parent Governor Election – Rockwood Academy Local Governing Body (LGB)

I am writing to inform you that we have a vacancy for a parent governor to join the Local Governing Body (LGB) at Rockwood Academy. Please see the enclosed advert for further details of the parent governor role.

Any parent who would like to apply for the role will need to complete an application form. The application form is attached to this letter. Please complete all sections of the form and return it either via email to Ms D Foster, PA to Headteacher d.foster@corerockwood.academy or hand in a paper copy to the school reception in a sealed envelope, clearly marked as 'Parent Governor Application'.

The process and timeline for the election of parent governors at Rockwood is outlined below:

1. Parents are advised of the parent governor vacancies by the school, and invited to apply for the role
2. Applications must be received by **12.00pm on Tuesday 12th March 2024**
3. CORE Education Trust will review all applications and shortlist candidates who can demonstrate that they have the required skills for the role and in particular who can fill any gaps in the skills required for the LGB. This may include specific skills such as an ability to understand data or finances as well as general capabilities such as the capacity and willingness to learn.
4. Shortlisted candidates will be interviewed by the school's Chair of Governors and a member of the Local Governing Body.
5. Where there are more nominations than vacancies, shortlisted candidates will be put up for election. If there are more nominations than vacancies ballot papers for the election will be sent out on **Wednesday 20th March 2024**. Ballot papers must be returned to school by **12.00pm on Tuesday 9th April 2024**.
6. All parents are eligible to vote in the parent governor election, parents are able to cast one vote only. The ballot papers will be counted at the **end of the school day on Tuesday 9th April 2024** at school, and the result of the election will be communicated to parents by letter **on Wednesday 10th April 2024**.

Yours faithfully

A handwritten signature in blue ink, appearing to be "D Cooke", written over a light blue horizontal line.

Mr D Cooke
Head of School