

15 September 2023

Dear Parents/Carers

**ELECTION OF PARENT GOVERNOR**

There is a vacancy for a Parent Governor on the Gateway Academy Governing Board, with a term of office of four years.

The role of school governor is exciting, challenging and rewarding. School governors are people from the school's community who wish to make a positive contribution to children's education. They can take part in all aspects of school life and it's up to each governor how much they get involved.

However, there is a certain amount of commitment that is required and this should be considered when deciding if you want to become a governor. At the present time, the Governing Board meetings are held 3 times per year, termly and are usually on Thursdays, from 5.30 pm to 7.30 pm. In addition, governors will need to be able to undertake training to fulfil their roles effectively, particularly with regard to statutory duties such as discipline and exclusion panels.

The Governing Board has significant influence in relation to the overall direction and effective management of the Academy and Parent Governors have an important role to play as members of the Governing Board. It is therefore important that governors visit the school to absorb the culture and ethos.

I am therefore writing to invite you to submit a nomination to fill the vacancy. A nomination form is attached and it should be completed and returned to the School Office by **4.00 pm on Friday 29 September 2023**. The form should be placed in a sealed envelope, clearly marked **"Parent Governor Nomination"**.

Nominations must be from parents with children at the school on the day that nominations close. Parents putting their names forward are invited to provide some brief biographical details suitable for inclusion in the ballot paper. Parents who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents, together with details of the ballot procedure.

The enclosed sheet summarises the qualifications required to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason.

It is standard practice for the successful candidate to be required to submit an application through the school to the Essex County Council Disclosure Unit regarding their suitability to have access to children and young people and they will not be able to take up their appointment until clearance has been received.

Yours sincerely



**Mrs G McLaughlin**  
**HEAD OF SCHOOL**

**The Gateway Academy,**  
**Marshfoot Road, Tilbury, Essex, RM16 4LU**

**Tel: 01375 489000**

**admin.gateway@theglc.org.uk**  
**www.theglc.org.uk**

The Gateway Learning Community Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU.  
 Chief Executive Officer: Kevin Sadler.

The Gateway Learning Community is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.



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