

23<sup>rd</sup> May 2022

**Dear Parent(s)/Carer(s),**

**Parent Governor Election – Arena Academy Local Governing Body (LGB)**

I am writing to inform you that we have vacancies for one parent governors to join the LGB at Arena 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 [enquiry@corearena.academy](mailto:enquiry@corearena.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 Arena Academy. 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 **12pm on Friday 10<sup>th</sup> June**
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 CORE's Head of Governance and the Arena Academy's LGB Chair of Governors
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 **Friday 17<sup>th</sup> June 2022**. Ballot papers must be returned to school by **12pm on Friday 24<sup>th</sup> June 2022**.
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 Friday 24<sup>th</sup> June 2022** at school, and the result of the election will be communicated to parents by letter **on Monday 27<sup>th</sup> June 2022**

Yours faithfully,

**Head of Governance**, CORE Education Trust