



Chapelhouse Road
Chelmsley Wood
Birmingham
B37 5JS
United Kingdom
Telephone Number: 0121 329 4600
solihull@graceacademy.org.uk

16 November 2021

Dear Parent/Carer,

RE: Election of Parent Governor

I am writing to invite you to consider standing for election as a parent governor on the Local Governing Body for this Academy or to nominate another parent to do so. In Grace Academy Solihull we have provision for two parent governors and there are currently two vacancies.

The Tove Learning Trust Board of Trustees, together with Darren Gelder the Principal of the Academy, has overall responsibility for the running of the Academy. The Board of Trustees delegates certain powers and functions to the Local Governing Body. These are set out in the [Trust's Scheme of Delegation](#) and [Terms of Reference](#) which are available to view on the [Tove Learning Trust website](#).

No special qualifications are needed and the most important thing is to have a keen interest in the Academy and be prepared to play an active part in the local governing body's work. The Local Governing Body meets at least 4 times per year as well as additional meetings when required. Training is available for all local governors and the Board of Trustees has an expectation that those new to being a local governing body member, attend free induction training.

Included with this letter is a nomination sheet as well as information which summarises the circumstances under which someone cannot serve as a local governor. Please note that nominations must be from parents, or individuals exercising parental responsibility, of a child at the Academy. If you would like to stand for election or nominate another parent, please complete the attached nomination form and either place it in the box in the academy reception or alternatively return to the Clerk to the Governors using gas-clerk@graceacademy.org.uk **by midday on Tuesday 30 November 2021**. Please note that self-nominations will be accepted, but we suggest that if you are nominating another parent you should seek their prior consent.

You should include a short personal statement to support your nomination, which should be no longer than 250 words. The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the local governing body. If there are more nominations than vacancies there will be an election by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

I do hope you will consider standing as a governor yourself or nominating someone else and if you would like more information about being a governor please let me know.

Yours sincerely,

Mr Darren Gelder
Principal - For and on behalf of Tove Learning Trust
Returning Officer