

Monday 11 October 2021

Dear Parent

**RE: LEC parent member vacancy at Grange Park Primary School**

We are writing to inform you of a vacancy for the role of parent LEC member on our Local Education Committee.

**The role of the Local Education Committee (LEC)**

The LEC is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance with a particular focus on monitoring:

- The standards of educational performance of all pupils
- The well-being and safety of all children and adults within the school
- The school's position and role within the local community

**The role of a LEC parent member**

As a parent member, will work with the LEC to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the LEC is connected with, and is aware of the views of, parents and the local community.

To be a parent member you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the LEC delivers effective governance

**Expectations of LEC members**

- LECs meet termly (3 times per year) and it is important that you are able to attend these meetings so that you are up to date and able to contribute fully to discussions.
- In addition to this, you may be assigned a specific 'link role' dependent on your skills and you will be expected to visit the school during the day. These LEC member 'visits' are an important part of getting to know the school and provide first hand insight into many of the items discussed at LEC meetings.
- To carry out your role we provide appropriate induction training soon after you take up office. You can also access a wide range of training opportunities to support your development.
- You are also expected to abide by ELTs 'Code of Conduct' which sets out the standards of behaviour expected of all trustees and LEC members at all times. You will also undertake an enhanced DBS check to confirm suitability for appointment as a LEC member.

**How to apply**

If you're interested in applying for the role, please complete the candidate form attached to the letter and return to the school by **Monday 1 November 2021**. Or you can return the form via email to [office@grangeparkprimaryelt.org](mailto:office@grangeparkprimaryelt.org). If you would like a printed copy of this letter please call the school office. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact either of us via the school office email.

Yours sincerely

Tijen Hassan

Julie Rayson

**Headteacher**

**Chair of LEC at Grange Park Primary School**

**Candidate Form for a LEC parent member**

<b>Candidate name:</b>	
<b>Candidate address:</b>	
<b>Candidate statement:</b>  Outline why you are interested in becoming a LEC member. Include: <ul style="list-style-type: none"><li>● Particular skills and experiences you feel are relevant to the role</li> <li>● Other relevant interests or hobbies</li> <li>● If applicable, details of what you have contributed to governance during your previous term of office</li></ul>	

I confirm that I am a parent or carer of a registered pupil at Grange Park Primary school.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_