Diptford C of E Primary School

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*Totnes*

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Dear Parents,

As we approach the end of the school year, we need to start preparing to move on and progress further! The School has a lot to look forward to next year, new teachers joining and settling in well, the pre-school becoming part of school and an improved physical environment together with the continuation of great sporting achievements. In addition to the hard work of all school staff and Governors, the School Committee has been working behind the scenes to enhance the School’s progress further.

The past few years have seen a strong and steady membership of the School Committee but with the current 3 class reps either stepping down or with their children leaving we need new class reps across the board, including someone to represent pre-school. We are therefore asking for self-nominations for these Class Rep positions and this letter is designed to give you a brief outline of what being a School Committee Member entails and how the School Committee works. It will, hopefully, let you make an informed decision as to whether you would like to serve on the School Committee and nominate yourself via the tear off form below – Please ensure it is returned by 17th July 2017.

**School Structure**

Ginny French, as Head of School has responsibility for the day-to-day management and leadership of the School and Tony Callcut, as Executive Principle at the Academy together with the Academy Directors have responsibility for the overall management and strategic direction of the School. The School has a Board of Governors and the Academy has Directors who are accountable for the School’s success and have considerable legal powers and duties.

Being a member of the School Committee is NOT anything like being a School Governor! The School Committee has no responsibility, liability or power nor does it have responsibility for or deal with finance or individual staff or pupil issues. So you ask yourself what does it do? It makes a real difference to the pupils and parents at our School.

**What is the Diptford School Committee?**

In brief, the role of the School Committee is to help the School achieve its aims, assist the School in implementing any decisions made by the Leadership Team and has a key communication role, ensuring that information is shared between the School, the Community, parents, the Church and other interested parties. The Full Terms of Reference, setting out what the School committee deals with, are found on the School website (link: <http://diptford.thelink.academy/school-committee/>

The School Committee may be involved in Premises and Health and Safety; Special Education Needs; Christian Ethos; Equality and Diversity; Local School Policies; contribute to the preparation of the School prospectus; receive Head of School and Academy reports; provide a forum for debate and discussion on matters relevant to the future development of the School; identify new and existing directions for the School; strengthen and develop the School’s engagement with the Community and parents; undertake and complete tasks related to school improvement.

It is a way of feeding back to the School the general feelings of parents on School-wide issues, whether that is positive (eg liking the increased level of PE) or constructive (eg the School is looking a bit run down) and encourages finding solutions to issues raised. A School Committee Member is not there to raise or respond to individual issues on behalf of themselves or other parents nor can they act for the School.

Committee members will undergo a Disclosure and Barring (DBS) check prior to any appointment.

**How many meetings will I have to attend?**

The Committee will meet at least six times in each school year (once every half term). These generally take place at 3.00 – 5pm on days when the After School Club runs so that child care is provided (at no charge for those attending a Committee Meeting). The dates and times of meetings are set normally 6 weeks in advance. Contributing to the discussions at meetings (and the decisions that go with them) is a vital part of being a Committee Member, so please don’t consider this role unless you can commit to attending most meetings.

**What about confidentiality?**

Whilst the minutes of meetings will be a public record, any discussions during the meeting should be treated as confidential – this is to make sure that issues can be fully discussed and different opinions are taken on board before a decision is reached. If you feel uncomfortable ensuring this confidentiality is maintained and that you are not allowed to discuss issues with other parents unless specifically requested to “spread the word” then, maybe this role isn’t for you.

**Will I have any other special responsibilities?**

In time, you may be asked if there are any areas or one off projects in which you would like to be involved and to take on additional activities (recent examples include the levelling of the field, installation of the path through the field and pre-school building).

**Can I fit it all in?**

Being a Committee Member involves a bit more than just taking an interest, though this is a crucial part of the job, it also takes time. The time you devote can vary widely, depending on how involved you become and what needs doing but it does not involve a large amount of time unless you want it to!

**And finally…**

The current Class Reps are: Class 1 – Lisa Roberts (mum to Maddoc and Jude) Class 2 – Emma Kennerley (mum to Edward Kennerley) ; and Class 3 – Tracie Shippey (mum to Erin). They were all new to the role at one time and will be more than happy to discuss with you any questions you might have about the role. Other members of the Committee are the Parent Govenor (Tim Jordan),Head of School, Executive Head, FODS Chair (Laura Bell), a Community Rep (currently vacant), Church Rep (currently vacant) and Chair of Committee Denise Hawkins (mum to tall Zach). Again any of these would be more than willing to talk to you about the Committee’s role in School.

Yours sincerely

Denise Hawkins

Chair of the School Committee

**Election of Class Parent Representatives in Diptford Primary School**

All parents over the age of 18 are eligible to stand for election as a Class Parent Representative and to vote. If you have children in two or more of the classes, you may stand for election for each class but can only be appointed as representative for one class.

I wish to serve as a

 Class 1/Class 2/Class 3 [PLEASE CIRCLE APPROPRIATE CLASS YOU WISH TO STAND FOR]

Parent Representative and to be a candidate if an election is necessary. I confirm I am not ineligible to stand.

Forename(s) – PLEASE PRINT …………………………………………………………………….……………………………

Surname – PLEASE PRINT ……………………………………………………………………………………………………..

Date ………………………………………………………Signed:..…………………………………………………………………….

***This form should be returned to reception by*** Monday 17h July 2017

Link Academy Trust – Registered Office Address

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