



Dear Parents / Carers

We currently have a vacancy for a parent governor and are seeking nominations for an enthusiastic and committed parent or carer to join the local governing body.

The core functions of the local governing body are:

- **Establishing the strategic direction for the academy.**
  - Setting the vision, values and objectives for the academy.
  - Agreeing the academy improvement strategy with priorities and targets.
  - Meeting statutory duties.
- **Ensuring operational accountability**
  - Monitoring progress towards targets.
  - Performance managing the Headteacher in partnership with the Trust.
  - Engaging with stakeholders.
  - Contributing to the school self evaluation.
- **Ensuring financial probity.**
  - Recommending the budget to the Trust board.
  - Monitoring spending against the agreed budget.
  - Ensuring value for money is obtained.
  - Ensuring risks to the organisation are managed.

The term of office for all governors is four years.

At BBEC we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The local governing body's main tasks are to support the school in ensuring that all pupils receive a high quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in contributing towards the strategic direction of the school.

We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

Governors currently meet five times a year and meetings usually start at 5pm and are finished around 7pm. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given. All governors are invited to join the committee that their skills and experience match with, or they have a particular interest in.





**BUTTERSHAW**  
BUSINESS & ENTERPRISE COLLEGE

A member of  
the **bd+ family**  
BDAT Academies Trust

Buttershaw Business and Enterprise College  
Reevy Road West  
Bradford  
West Yorkshire  
BD6 3PX

Tel 01274 676285  
Email [admin@bbec.bdat-academies.org](mailto:admin@bbec.bdat-academies.org)  
Visit [www.buttershaw.net](http://www.buttershaw.net)

Governors are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible. We offer new governors a comprehensive and supportive induction, and each new governor is assigned a mentor. Full training for the role is also available.

Should you have any questions about the role please do not hesitate to contact the central BDAT office for an exploratory conversation and more information regarding the role please email: [governance@bdat-academies.org](mailto:governance@bdat-academies.org).

If you would like to apply for the position of Parent Governor, please ask the school office for an application form or download from our the school website, and return the completed form to the school office by 29 September 2023.

If there are more nominations than vacancies, an election will be held and all parents will be sent a voting paper.

Yours sincerely

**Sara Morrissey**  
**Chair of Governors**

