

November 2013

Our ref: 2013/029



Fox Street  
Derby DE1 2LF

Telephone 01332 204040  
Fax 01332 371867  
Email [post@landau-forte.org.uk](mailto:post@landau-forte.org.uk)  
Website [www.landau-forte.org.uk](http://www.landau-forte.org.uk)

Dear Parent/Carer

### Parent Governor

As you may know, the Board of Governors co-opts a parent/carer of a student as part of its membership. We are seeking to recruit a Parent Governor to take up a post in the New Year. The term of office for our current Parent Governor has come to an end and we are seeking a replacement.

The appointment would be for three years. Mr Keith Doble, Chairman of Governors, is responsible for overseeing the process for selection and applications are invited from Parents/Carers who have one or more children at the College. There are four meetings of the Board during the year, held at the College.

The appointment of Parent Governor of this very successful College is one of considerable responsibility. A Parent Governor is appointed to bring a parental perspective to the attention of the Governors. **It is important to realise that any Parent/Carer elected as a Governor would be acting in his/her own capacity, and would in no way be a representative of other Parents/Carers.** If you are interested in this role but would find it useful to have further conversation/discussion about what it entails, please do not hesitate to contact me at the College.

Applicants should obtain at least 10 supporting signatures from other parents of 10 students (not including siblings) currently at the College. The letter of application should be addressed to Mr Keith Doble and should state why you wish to be considered, and what contribution you can make to the Governing body of the College.

Applications should be returned to Mr Keith Doble, Chairman of Governors, by **20 December 2013**. Mr Doble, along with other Governors, will then endeavour to reach a consensus as to who should be recommended to join the Governing body. It will then be for the Governing body as a whole to actually make the appointment. We envisage the process being completed for the New Year and finalised at the meeting of the Full Board of Governors on 19 March 2014.

Yours sincerely

A handwritten signature in black ink that reads 'E. A. Coffey'.

Mrs E A Coffey  
Principal

Landau Forte Charitable Trust  
A company limited by guarantee

Registered in England No. 2387916

Registered Office:  
Landau Forte College  
Fox Street  
Derby  
DE1 2LF

An exempt charity



Former Chairman	The Baroness Brigstocke, CBE
Chairman	Peter Ashworth
Chief Executive	Stephen Whiteley
Principal	Elizabeth Coffey

**1 NOMINATION FORM****(Ref: 2013/029)**

I \_\_\_\_\_ (Please write your name in BLOCK CAPITALS)

Being the parent/carer of

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

(Please give the name and Personal Tutor of each child)

wish to be considered for a position on the Board of Governors of Landau Forte College.

In support of my application, I include the signatures of the 10 different parents/carers listed below:  
 (Please give student's name and Personal Tutor Group).

	<b>Name</b> (BLOCK CAPITALS)	<b>Signature</b>		<b>Child's Name</b>
1			parent/carer of	
2			parent/carer of	
3			parent/carer of	
4			parent/carer of	
5			parent/carer of	
6			parent/carer of	
7			parent/carer of	
8			parent/carer of	
9			parent/carer of	
10			parent/carer of	

**After completion, this form should be placed in an envelope, along with your letter of application, and marked 'Governors, for the attention of Mr Keith Doble' by 20 December 2013.**