



**Two Rivers Federation**  
**Bishops Tawton Primary School**  
**Langtree Community School and Nursery**

Phone: 01271 343002 – 01805 601354

Emails: [admin@bishopstawton-primary.org](mailto:admin@bishopstawton-primary.org)  
[admin@langtree.devon.sch.uk](mailto:admin@langtree.devon.sch.uk)

Executive Head Teacher: Melanie Smallwood

Websites:

[www.bishopstawtonprimary.devon.sch.uk](http://www.bishopstawtonprimary.devon.sch.uk)  
[www.langtree.devon.sch.uk](http://www.langtree.devon.sch.uk)

Dear Parents and Carers

The governing body from both Langtree and Bishops Tawton Primary Schools came together to form a new 2Rivers Governing Board back in April when the schools Federated.

The governing body plays a vital role across the Federation by working with stakeholders to lead the strategy, vision and ethos along with the financial management and educational performance of both schools. Their aim is to provide the best possible education and learning environment, for all children whilst maintaining the family ethos and excellent reputation the schools hold in their local areas. The Federation is dedicated to be outward looking and embrace innovative practice, promoting a rich and vibrant curriculum that meets the needs of all learners and prepares them for their next stage in education.

Our constitution is below:

**Foundation Governor and Chair of Governors:** Peter Ong

**Foundation Governor and Vice-Chair:** Kaye French

**Staff Governor Executive Head:** Melanie Smallwood (Ex Officio - no end date for term of office)

**Staff Governor:** Chloe James

**Co-opted Governor:** Simon Mills

**Co-opted Governor:** Sarah Amery

**Co-opted Governor:** Sarah Huxtable

**Co-opted Governor:** Karen Bogh-Wallis

**Co-opted Governor:** Ruth Gilbert

**LEA Governor:** Rev Martin Warren

**Parent Governor (Langtree):** Vacancy

**Parent Governor (Bishops Tawton):** Vacancy

Governors meet regularly to monitor the work of the school, with full governing body meetings taking place at least once a term. In addition to this, committees meet regularly throughout the year.

At the moment, there are two committees: Resources (responsible for finance, premises, health and safety, recruitment) and Teaching and Learning (responsible for overseeing the curriculum, data and results) and each governor is part of one, or the other, committee.

We currently have a vacancy for two parent governors, one in each school. If this is something of interest to you, and you would like to join us in continuing to support the Federation, please read on!

## PARENT GOVERNORS REQUIRED

There is a vacancy for TWO parent governors on our Federated Governing Board (one in each school) and I am writing to invite nominations to fill this vacancy.

Parent governors are welcomed as valued members of the governor team and play an important role; the governing body works together as a group, meeting at least once every half term. Together they are responsible for the strategic direction of the school, promoting high standards of educational achievement and ensuring our resources are used to maximum impact.

Life as a governor is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance. In looking to fill this vacancy the governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the governing body: financial experience or training; community connections or links. Whilst these would be advantageous, they are not requirements. An interest in children's education is the most important thing!

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training, those new to being a governor are expected to attend induction training.

The term of office for parent governors is four years. For further information about the role please get in touch with either myself, or Peter Ong (Chair of Governors) who will be happy to help.

If you would like to stand for election please complete and sign the nomination form and return to the school office no later than 12 noon on **Monday 25 July 2022**. If you wish you can include a few details about yourself and why you would like to become a governor (not exceeding 100 words). This will then be circulated to all parents to help them decide who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure will be sent to all parents. Nominations must be from parents or carers with children at the school on the day that nominations close.

Please visit our webpage to read the Disqualification Criteria before completing the Nomination Form. Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

Thank you for your interest,

Yours sincerely

Louise Cook  
Clerk to Governors, 2Rivers Federation

Contact: Peter Ong or Melanie Smallwood: [clerk@langtree.devon.sch.uk](mailto:clerk@langtree.devon.sch.uk) or telephone 01805 601354

## NOMINATION FORM

Election for a Parent Governor part of 2Rivers Federation (Langtree/Bishops Tawton Schools)

**FULL NAME:** .....

**Children in year(s):**.....

Pen Portrait (max 100 words please)\*:

I wish to serve as a Parent Governor and to be a candidate if an election is necessary. I have read the rules regarding eligibility to become a governor which I received with the Nomination Form and I confirm that I am eligible to serve as a School Governor.

**Signed:** .....

**Date:** .....

Please return this form to Melanie Smallwood no later than 12 noon on Monday 25 July 2022 electronically by e-mail to: [clerk@langtree.devon.sch.uk](mailto:clerk@langtree.devon.sch.uk); or by pupil post at either school to the relevant school office. Thank you for your interest in the vacancy.

*\*If you wish you can include a few details about yourself and why you would like to become a governors. This will then be circulated to all parents to help them decide who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.*

