

Head Teacher: Elizabeth Hopewell

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26th January 2024

Dear Parent/Carer

Election of Parent Governors

I am writing to inform you of a vacancy for the role of parent governor on our governing board.

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight, and assurance for the school's educational and financial performance.

The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

As a parent governor, you'll work with the board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the governing board, but you're not there to speak 'on behalf' of the parent body.

The role of governor can be demanding but extremely rewarding. Parent governors serve a 4-year term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include:

- Attending meetings of the governing board, usually in school hours but also outside of school hours, and contributing to governing board business
- Reading reports and papers and keeping up to date on the progress the school is making.
- Visiting the school from time to time during the school day

You will be expected to sign a governors' Code of Conduct, and to have:

- A strong commitment to the role and improving outcomes for children.
- The inquisitiveness to question and analyse.
- The willingness to learn.
- Good inter-personal skills
- Appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements)
- Sufficient numeracy skills to understand basic data.



No special qualifications are needed. However, a DBS check is a statutory requirement and must be applied for within 21 days of election/appointment. The most important thing is to have a keen interest in the school and be prepared to play an active part in the governing boards work. Training is available for all governors and this governing board has an expectation that those new to being a governor attend induction training.

Parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than **7th February 2024**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent. 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.

We must stress that new statutory guidance advises that the governing board publishes online for each governor certain information including their full name, relevant business interests, whether a governor serves on another governing board and relationships with staff in the school. There is a statutory requirement for all governors to have a DBS check and you would be expected to abide by and sign a code of conduct.

May I take this opportunity to thank you in advance for your support in this matter.

Yours faithfully



Elizabeth Hopewell
Head Teacher

Parent Governor Nomination Form

Completed nomination forms must be returned to the school by **Wednesday 7th February 2024**.
Please enter in BLOCK LETTERS the name and address of the person being nominated for election:

Name of Candidate: _____

Address: _____



Name(s) of child / children in school and year groups:

Name and address in BLOCK letters of proposer (if different to nominee):

Signature of proposer (if different to nominee): _____

I wish to submit my nomination for the election of parent governor. I confirm:

- (i) that I am willing to stand as a candidate for election as a parent governor and
- (ii) (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance (Constitution) (England) Regulations 2017.

Candidate Signature: _____

Personal Statement (maximum 250 words, please continue on a separate sheet if needed):

