

NOMINATION LETTER

Dear Parent / Carer

RE: ELECTION OF PARENT GOVERNOR(S)

There is a vacancy for a Parent Governor on the School's Governing Body. If you would like to stand for election please read the enclosed information sheet – *Could you become a Parent Governor? (PG1(b))*- and complete and return the attached nomination form to the school office by **12.00 noon** on 5th January 2018. Another parent of a child at the school must sign the form in support of your nomination.

. However, where any new, re-appointed or serving Governor would be likely to have regular unsupervised access to children or young people, or where a governor or candidate has given cause for concern by their behaviour or other information which comes to light, the clerk to the governing body can request that the individual undergoes the relevant DBS check, and failure to do so will result in disqualification.

Check that you are eligible for appointment as a School Governor by reading the enclosed Declaration of Eligibility Section.

The Declaration of Eligibility form requires a signature from you in Section A. By signing the form you agree that you have read the qualifications and disqualifications, and you declare that you are qualified for appointment and that none of the statutory disqualifications apply to you. Section C is for verifying proof of identity. Only the statutory disqualifications would automatically exclude you from becoming a Governor. Minor offences, not listed on the form, may not necessarily affect your eligibility to become a school Governor. If you are uncertain as to whether you are eligible, you may seek further advice from the Returning Officer or Governor Support on telephone number 01629 535769.

A person is disqualified from election or appointment as a Parent Governor if they are an elected member of the LA or if they work at the school for more than 500 hours in any consecutive 12 month period (at the time of election or appointment).

In all types of schools, governing bodies should have a strong focus on three core strategic functions:

- a. **Ensuring clarity of vision, ethos and strategic direction;**
- b. **Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and**
- c. **Overseeing the financial performance of the school and making sure its money is well spent.**

For further detailed information on the role of the governor, please see the Governors' Handbook, May 2014. (<https://www.gov.uk/government/publications/governors-handbook--2>)

There is an expectation that on election you will be willing to:

- undertake appropriate induction training
- prepare for and attend all meetings regularly
- be an active member of committees as required
- be willing to undertake further training to develop your skills.

This Governing Body would particularly welcome nominations from parents with the following skills/experience to help improve its effectiveness and address current challenges.

A financial or business background although not essential

In the personal statement, candidates may wish to briefly set out:

- evidence of the extent to which you possess the skills and experience the governing body desires
- your commitment to undertake training to acquire or develop the skills to be an effective governor
- if seeking re-election, details of your contribution to the work of the governing body during your previous term of office, and
- how you plan to contribute to the future work of the governing body.

If the number of nominations is the same as or smaller than the number of positions to be filled, then the people nominated will be deemed elected unopposed. If there are fewer nominations than vacancies, the Governing Body must appoint parent governors to fill the number of vacancies.

Only parents / carers of children registered at the school are entitled to stand or vote in the election. **Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy.** The ballot will be secret and you will be notified of the result as soon as possible afterwards.

The Governing Body works together as a group. If you are thinking of standing as a Governor, remember that you will need to attend a minimum of three meetings a year, plus committee meetings during the term. The Governing Body sets the term of office for all Governors and the start date of the appointment will be from the date of election. If you are elected you may serve out your term of office even if your child leaves the school before your term of office finishes. You can, however, resign from the Governing Body at any time.

If you would like to be nominated to be a Parent Governor, you need to:

- a) check that you are eligible by reading the enclosed Declaration of Eligibility Form and sign and return the declaration;
- b) complete the nomination form enclosed, and return it to Chris White at the School;
- c) have your nomination seconded by a parent who is eligible to vote in the election;
- d) include a statement about yourself and why you would like to become a Governor, **not** exceeding 100 words on the Nomination Form);
- e) each nomination must be received at the school by **12.00 noon** on 5.1.18

You are responsible for ensuring that your nomination form is received by the deadline. It may be delivered by hand, sent to school with your child, or sent by first class post, and should be sealed in an envelope marked 'Nomination for Parent Governor'. A sealed ballot box will be available in the school for hand deliveries, details of the location will be found on a notice in the entrance to the school.

If you have any questions about whether or not you are eligible to stand or vote in the election or about anything else contained within this letter, please do not hesitate to contact me.

Yours sincerely



Headteacher / Returning Officer

Encs

- Information Sheet (**PG1b**)
- Declaration of Eligibility Form (**PG1c**)
- Nomination Form (**PG1d**)

MODEL INFORMATION SHEET

COULD YOU BECOME A PARENT GOVERNOR?

A Parent Governor has:

- ❖ An interest in **all** the children's future
- ❖ A desire to make a difference
- ❖ A willingness to accept responsibility
- ❖ An ability to work in a team and is happy to ask questions, listen and learn

and will:

- ❖ Act with integrity, objectivity and honesty in the best interests of the school
- ❖ Fulfil a largely strategic role in the running of the school
- ❖ Visit and get to know the school and the people in it in accordance with the agreed visits protocol
- ❖ Work in partnership with the Headteacher to raise standards
- ❖ Actively contribute to the work of the governing body
- ❖ Abide by the adopted Code of Practice.

A Parent Governor is a representative not a parent delegate. A parent Governor does not have to vote in a particular way because they have been asked to do so by parents, but in the best interests of the school.

Parent Governors:

- ❖ Help to decide the priorities for improving the school
- ❖ Will listen as well as they can to parents' opinions and take account of them as they contribute to Governors' decisions
- ❖ Work co-operatively with other Governors in the best interest of the school
- ❖ Attend the meetings of the Governing Body and its Committees
- ❖ Promote the interest of the school in the wider community
- ❖ Have an equal right to participate and to state their views whilst respecting the views of others
- ❖ Are loyal to the decisions made by the Governing Body
- ❖ Respect the confidentiality of those items of business that have been designated as confidential and do not disclose what individuals have said or how they have voted
- ❖ Withdraw from a decision from which he or she or a partner or close relative stands to gain or where he or she is too involved to be objective
- ❖ Have regard to the broader responsibilities as a Governor of a public institution in regard to promoting a public accountability for the actions and performance of the Governing Body
- ❖ Participate in training.