

22nd November 2016

Dear Parents and Carers

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for three parent governors and there is currently one vacancy.

Nominations can only be accepted from parents or carers who have children registered at the school on the day that nominations close.

The Governing Body, with the headteacher, has overall responsibility for the running of the school. The role of a school governor is to contribute to the work of the Governing Body in ensuring high standards of achievement for all children and young people in the school by:

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

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

- attending meetings of the GB, usually outside of school hours and contributing to GB business;
- reading reports and papers and keeping up to date on the progress that the school is making; and
- 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 GB is prepared to make special arrangements);
and
- sufficient numeracy skills to understand basic data.

In addition to be above, we would particularly welcome nominations from parents who have knowledge of finance, or has previous experience of being a school governor.

Continued overleaf.....

Training is available for all governors and the GB has an expectation that those new to school governance attend the free induction training.

The attached sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours in any consecutive 12 month period or who are elected members of the Local Authority are not eligible to stand in these elections.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than **3.15pm on Tuesday 29th November**. You may also include a personal statement to support your nomination. There is no limit on the length of this statement, however, we encourage candidates to be succinct when setting out the skills, experience and attributes that they can bring to the GB to support their nomination. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot on Friday 2nd December. If a ballot is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

To find out more about our school's governing body (ie frequency of meetings etc) and the governing body's code of conduct please contact the school office on 464 2551 and speak to Mrs Elaine Ascough, who is Clerk to the Governing Body.

Yours faithfully

Mrs Pecheur

Headteacher and Returning Officer

Attached: Nomination form
 Governor disqualification details