

JG/SJP  
24 January 2018

Dear Parent/Carer,

### **Election of Parent Governors**

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

The governing board, with the Headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

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

The role of governor can be demanding but very rewarding. Parent governors serve a four-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 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; 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;

Headteacher: **Mrs J Gray, MSc, NPQH**

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- appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements); and
- 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 to be prepared to play an active part in the governing board's work. Training is available for all governors and this governing board has an expectation that those new to being a governor will 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 nomination form below and return it to the school no later than **9.00am on Friday 9 February 2018**. 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 there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

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 sincerely,

A handwritten signature in black ink, appearing to read 'J Gray', written in a cursive style.

Mrs. J Gray, MSc, NPQH  
Headteacher

## St Michael's CE High School: Nomination Form

### Election of parent governors

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Being the parent/guardian of (name of pupil): \_\_\_\_\_

Signature of person nominated: \_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_

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

\_\_\_\_\_

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor (subject to DBS check).

I confirm a) that I am willing to stand as a candidate for election as a parent governor and b) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

I understand that neither the Headteacher nor the Director of Education bear responsibility for the validity of any statement made above.

Signature:

Date:

**Completed nomination forms must be returned to the school by 9.00am on 09/02/18**