



## Bapchild & Tonge CE (Aided) Primary School

Headteacher: Mr C Kelly

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9 November 2018

Dear Parents,

### Election of Parent Governor

I am writing to invite you to consider standing for election as a parent governor for this school. I am the returning officer for the election and therefore will be responsible for the election arrangements. In our school we have provision for a parent governor and there is currently two vacancies that exist. They are normally elected to serve for between one to four year period, although they must leave office if they cease to have children at the school.

The governing body, with the headteacher, has overall responsibility for the running of the school. The role of the governing body is a strategic one, its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the headteacher/leadership team (a critical friend)

All governors have the same roles and responsibilities; as a parent governor you would be a representative member of parents, not a parent representative.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. In order to support governors in their work, the school and LA provides full training for all governors at no charge to the individual.

At this moment in time we are ideally looking for any parent with the following skills:

- Buildings and maintenance background
- Health and Safety – an ability to support in audits and action planning accordingly
- Early Years
- Mathematical background and ability to read and analyse school data.

If you would like to stand for election, please complete the attached form and return it to me by 23<sup>rd</sup> November, 2018. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 200 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body (Please refer to the skills we are seeking).

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held.

I do hope you will consider standing as a governor or else nominating another parent/carer. If you would like more information about being a school governor, please contact myself for more information.

Yours sincerely

Mr Christian Kelly  
Headteacher/ Returning Officer

## **Nomination Form**

Election of parent governors

Please place your completed form in the box in an envelope in the office by Tuesday 23<sup>rd</sup> November 2018

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

Name:

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_

The nominee may set out overleaf information about him/herself to go out with the ballot papers (maximum 150 words)

Please note:

- i. A parent may not propose more than one nominee
- ii. Any staff member in service at the school at the time of the election has the right to participate including (a) staff contracted to an Area but assigned to the school; (b) temporary (but not supply) teachers; and (c) peripatetic staff (on the understanding that they vote at the school at which they spend most time).
- iii. For details of the disqualification rules please refer to the returning officer.