



Learning Today, Leading Tomorrow

Bishops Down Primary School

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Headteacher: Mrs C Owen

15th January 2019

Dear Parent/Guardians,

Election of Parent Governor

I am writing to invite you to consider standing for election as a Parent Governor for this school; we currently have one Parent Governor vacancy.

Every Local Authority Maintained school has a Governing Body, which includes a number of categories of Governors including Parent Governors. Parent Governors are elected to serve for a period of 4 years though they may resign at any time.

Together with the Headteacher, the Governing Body has overall responsibility for the running of the school; amongst many duties Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff.

The Governing Body has 3 core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.
(Governance Handbook)

No special qualifications are needed, 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 full training is provided at no cost to the individual.

In our school we have 3 Parent Governors who serve for a term of office of 4 years. The full Governing Body normally meets 6 times per year, usually at 6.30 pm. In addition, there may be Committee meetings held each term, specific arrangements will depend on the model of Governance adopted by the Governing Body.

At this moment in time we are ideally looking for any parent either with the following skills, or a parent who would be prepared to be developed in these areas: Data interpretation, HR or personnel. Our main aim is for people with good communication skills who are interested in every child in the school achieving their potential.

If you would like to stand for election, please complete the attached form and return it to me in hard copy within 10 school days, i.e., by noon on Friday, 25th January 2019. If you require a paper version this is available at the school office.

You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a Parent Governor, your skills and the contribution you believe you could make to the Governing Body.

If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be elected as Parent Governors; if there are more nominations than vacancies, a ballot (vote) will be held and copies of the personal statements will be sent to all parents; 10 school days will be allowed for the return of ballot papers.

I do hope you will consider standing as a Governor or perhaps nominating another parent/carer (please ensure they are aware of your intentions; you should also obtain their signature on the nomination form).

If you would like more information about being a School Governor, please contact a member of our Governing Body or myself for more information via the school office.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "C. Chen".

Headteacher

Encs. Parent Governor Election-Nomination Form, Indicative School Governance Qualifications and Disqualifications