

29 November 2021

Dear Parents

## **ELECTION OF PARENT GOVERNORS**

This letter invites parents and carers of pupils at this school to consider standing for election as a Parent Governor. All school governing bodies must have a pre-defined number of Parent Governors, who are elected by parents and carers of pupils at the school. There is currently 1 Parent Governor vacancy at this school, and as a parent or carer of a pupil, you are eligible to stand as a candidate or propose candidates for election to the Governing Body. Parent governors serve a 4 year term of office and bring a very important and valued perspective to the work of the governing board.

The vacancy has come about due to one of our Parent Governor reaching the end of their term of office. Mr Ben Osborne has come to the end of his four years. He is willing to stand again for the role of Parent Governor.

Before you decide, you may want to know more about what is involved. Experience has shown that governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn. Governors need not be experts in the field of education the skills you have can be very useful to the governing board. At the moment the governing board could be strengthened by recruiting governors who have expertise in finance or an interest in curriculum and standards. If you are someone with the desired skills or relevant experience, would you consider applying? Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information.

Below is an outline of the duties and responsibilities of parent governors:

- The purpose of having a governing body is:
  - To help the school to set high standards by planning for the school's future, and set targets for school improvement
  - To be a true friend to the school, offering the school advice and support
  - To help the school be responsive to the needs of the children, parents and community
- The governing body's job is to work within the school planning, developing policies and keeping the school under review. Its responsibilities and powers have to be exercised in partnership with the head and staff
- Parent governors must have a child currently registered at the school and they are elected by the parents of registered children
- They do not have to stand down if and when their child leaves the school during their time of office, but may wish to do so
- Parent governors have a special contribution to make because they can bring the voice of parents to the governing body meetings, drawing on their own and other parents' experiences.
- Governors are expected to take up training opportunities
- The period of time parent governors serve is 4 years
- Attend five full governing body meetings take place a year currently on a Tuesday at 4pm, in addition there are between 3 and 5 other committee meetings per year to attend.
- Governors also visit school during the day to link with class teachers and curriculum leaders

In return, our governing board commits to:

- provide you with a structured induction;
- provide access to quality training;
- provide you with an experienced governor as mentor;
- provide informal feedback on your contribution to the governing board on a bi-annual basis.

Please note that all governor appointments are subject to an enhanced criminal records check in addition to the Qualifications and Disqualifications Regulations which can be viewed on Integra Schools, Governor Services website.

The way in which the process works, as defined by the Director for Children and Young People, is set out below:

- All candidates for election must be proposed and seconded.
- Nominations should be submitted by completing and returning the paper enclosed with this letter, to the Headteacher at this school, no later than the date specified.
- Nominees may submit a description of themselves for inclusion with the voting paper. This description, which should not exceed fifty words, is helpful to other parents in deciding which person to vote for.
- If there are more candidates than there are vacancies, the Headteacher will provide you with a voting slip and details of how and when you may vote.
- If the number of nominations match the number of Parent Governor vacancies, there will be no need for an election and the Headteacher will display the name and address of the person(s) elected in a prominent position at school.

If you would like to put yourself forward as a candidate, please complete and return the attached documents to the school by (insert closing time and date for nominations).

Your nomination should be accompanied by a succinct personal statement which should include:

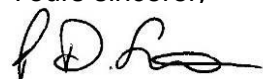
- evidence of the extent to which you possess the skills and experience the governing board desires;
- your commitment to undertake training to acquire or develop the skills to be an effective governor;
- if seeking re-election, details of your contribution to the work of the governing board during their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

If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

If there are more nominations than vacancies, an election will be held and you will be sent a voting paper. You may return the ballot paper either via your child or by post.

If you would like to become a Parent Governor, please return the attached nomination slip and declaration form to school by the end of the day on Monday 13 December 2021.

Yours sincerely



**P D SMITH**  
Head teacher

# Almondsbury CE Primary School

## Parent Governor Nomination Form

Completed nomination must be returned to the school by: **3.30pm on MONDAY 13 DECEMBER 21**

<b>Nominee Name:</b>	
<b>Nominee Address:</b>	

<b>Nominated by (Self-nomination is acceptable):</b>	
<b>Signature</b>	
<b>Name in Capitals</b>	
<b>Address</b>	

I, the nominee, have read and understood the Qualifications and Disqualifications Regulations and understand that an enhanced criminal records check will be completed if successful. I confirm that I qualify as a candidate and willing to be nominated and to stand for election as a parent governor.

<b>Signature of nominee:</b>	
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## Personal statement

The nominee should use the next page to complete their personal statement.

The statement should be of sufficient length to set out:

- evidence of the extent to which you possess the skills and experience the governing board 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 board during your previous term of office; and
- how you plan to contribute to the future work of the governing board.

## Personal statement for inclusion on ballot paper:

<b>Name of Nominee:</b>	
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