



18th September 2023

Dear Parents

Re: Parent Governor Vacancies

We currently have 2 vacancies for the role of Parent Governor. It is necessary, therefore, for an election to be held to fill these vacancies.

The Governing Body is made up of the following types of Governors:

- Parent Governors
- Governors appointed by the Local Authority
- Community Governors appointed by the Governing Body from various sections of the community
- Staff Governors

The term of office for Governors is usually four years, although a Governor may resign his/her office at any time. The Law requires a Governing Body to meet three times during each School Year. However, most Governing Bodies meet more frequently. The Governing Body has a range of powers and duties. In broad terms they are:

- Helping to establish (with the Headteacher) the aims and policies of the school, and how the standards of education can be improved.
- Deciding the conduct of the school – that is, how in general terms, it should be run.
- Helping to draw up (with the Headteacher and Staff) the School Improvement Plan; Helping to decide how to spend the school's budget.
- Making sure that the National Curriculum and Religious Education are taught.
- Selecting the Headteacher.
- Appointing, promoting, supporting, and disciplining other staff.
- Acting as a link between local community and the school.

You are, therefore, asked to consider putting your name forward to serve as a Parent Governor. If you are interested, please complete the nomination form via the following link <https://forms.office.com/e/jUU8A50Kr7> by no later than 12:00 noon on Monday 25th September 2023.



The form will require you to write a short statement about yourself (no more than 50 words), which will be published on the school's website to inform other parents about candidates if it becomes necessary to hold an election.

If by 12:00 noon on Monday 25th September, the nominations for this School equal the number of vacancies for Parent Governors (2), voting will not be necessary, and the nominated individuals will be declared Governors. However, if more nominations are received it will be necessary to hold the first stage of the election process to determine the Parent Governors for this school. Ballot papers will be issued to parents on Tuesday 26th September. Completed ballot papers must be returned to the School, preferably in a sealed envelope marked 'BALLOT PAPER' by 12 noon on Monday 2nd October.

The result of the ballot will be communicated to all parents as soon as all the votes have been counted and the candidates who receive the most votes will be notified of their election.

Certain people may not be eligible for election because they are bankrupt or have been convicted of certain criminal offences. A person is also disqualified from election or appointment if they are an elected member of the Local Authority, or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year at the time of election or appointment.

Following this process, the school will notify parents who their elected Parent Governors will be, and an appointment letter will be issued from the Governor Support Team confirming the term of office.

Yours sincerely



Mrs S Pedley
Headteacher

