

21st November 2019

Dear Parents and Carers

As we currently have a vacancy for a parent governor, we are required to hold an election.

Parent Governor Vacancies

Would you like to be more involved in your child's education?

If you would, why not consider becoming a school governor. There is currently one vacancy for a parent governor at this school.

What do school governors do?

- Oversee the budget
- Help recruit staff
- Monitor the performance of the school, e.g. in examinations and key stage tests
- Advise on school policies and procedures
- Provide a vital means for parents and the community to get their views heard by the governing body as a whole

Are you interested?

If you are interested in becoming a parent governor but feel a little daunted by the responsibility you may be taking on, remember that full training will be available, and you will always act as part of a team. No particular experience or qualifications are required. Your role would be as a typical parent bringing a parent's perspective to the running of the governing body and the school.

Your Commitment

If you become a governor you will be taking on the following commitments to help make sure the school is well managed:

- Share the responsibilities of the governing body as summarised above.
- Attend and participate in governors meetings on a regular basis – the governors generally meet six times a year
- Undergo appropriate training
- You may also be invited to sit on appointment panels or attend committee meetings etc.

You will be required to sign the governing body's code of practice.

What do you need to do next?

Read the section at the end of this letter which explains the process for appointing parent governors. A nomination form is enclosed.

The closing date for nominations is 12 noon on Friday 29th November 2019.

If you would like to know more about the role of parent governor or the appointment process you are welcome to contact the Headteacher or a serving governor at school.

Yours sincerely

S. Woolhouse

Sam Woolhouse
Headteacher

Process for Selection and Appointment of Parent Governors

- As the parent, carer or other person with parental responsibility for a pupil at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the parent governor vacancy you will need to find two other parents willing to propose and second your nomination. You will need to ask them to complete and sign the enclosed form.
- If more parents want to become governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a parent governor. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a governor your term of office will normally be 4 years. You can resign at any time. If your child leaves the school you can continue as a governor until the end of your term of office.
- A 'parent' for the purpose of the election is a person with 'parental responsibility', as defined in the Children Act 1989, and includes married parents, mothers of non-marital children and divorced or separated parents. It may also include unmarried fathers who may acquire parental responsibility by agreement with the mother or by means of a court order. Guardians, non-parents in respect of whom a residence order is made and local authorities in respect of whom a care order is made, may also acquire parental responsibility. A parent governor must have a child in the school at the beginning of the school year in September 2019.
- There are circumstances which disqualify parents from standing for election to the governing body, but not from proposing or voting for candidates. In brief these are where a person has been adjudged bankrupt or has been convicted of a criminal offence during the last five years for which a prison sentence (suspended or not) for a period of not less than three months, without the option of a fine, was imposed. In addition if a parent is employed to work at the school for more than 500 hours per year, then they are not eligible to stand for election or appointment as a parent governor.

DRIFFIELD NORTHFIELD INFANT SCHOOL

NOMINATION FORM FOR THE ELECTION OF PARENT GOVERNORS

Name and address of
parent nominated for election

Name and address of
proposer

Name and address
of seconder

Signed
(Signature of person
nominated)

Signed
(Signature of proposer)

Signed
(Signature of seconder)

Parents wishing to make nominations should arrange to have this form completed and returned to the Headteacher by 12 noon on Friday 29th November 2019 accompanied by brief biographical details (around 200 words) of the nominee.

BIOGRAPHICAL DETAILS:-