



Friday 18th September 2020

Dear Parent

ELECTION OF PARENT GOVERNOR

There is a vacancy for a parent governors on our school's governing body. If you would like to stand for election please complete and return the attached form to the school office by **9am on Monday 28th September 2020**. You will need to ask another parent of a pupil at the school to sign the form.

The Governing Body is particularly looking for a Governor who has;

- time to dedicate to the role and to attending governing body meetings
- an understanding of budget setting and financial expertise
- experience in premises management
- previous experience in a governor or trustee role
- the confidence to challenge and hold the school to account
- a high level of organisational experience
- strong communications skills.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a DBS check. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

Please give brief details about yourself (**not more than 80 words**) on the form. If an election is needed these details will be copied and sent to all parents with the ballot papers. **Please note that the 80 word limit will be strictly enforced. Any statement with more than 80 words will be returned to the candidate for amendment.**

If the number of nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parent governors to fill the remaining vacancy.

The governing body has determined that the term of office for a parent governor is 4 years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary we will send you a ballot paper on **2nd October 2020**. Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may **not stand** for election. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards. In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

- someone who has parental responsibility*
- **or** someone who looks after the child on a day-to-day basis (but does not have "parental responsibility").

*A person has 'parental responsibility' if

- a. she is the child's natural mother;
- b. **or** he is the child's natural father and **either** was married to the mother on the day of the child's birth or subsequently **or** has entered into a legal parental responsibility agreement with the mother **or** has been granted a residence order from the court directing the child will live with him **or** registered or re-registered the child's birth after 1 December 2003
- c. **or** the child lives with that person as the result of a court order.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me.

Yours sincerely

Mrs Claire Foad
Headteacher

ELECTION OF PARENT GOVERNOR AT

SHEPHERD PRIMARY SCHOOL

NOMINATION FORM

Your name
(Mr/Mrs/Miss/Ms/Dr)

Address
.....
.....

I have a child at the school and hereby nominate myself for election as a governor. I understand that if elected I will have to undergo a pre-appointment check. Biographical details (**80 words maximum**) for circulation with the voting paper are given below.

Signature

Seconded* by:
(Mr/Mrs/Miss/Ms/Dr)

Address
.....
.....

Signature

*The seconder must be a parent of a pupil at the school.

Biographical details (80 words maximum)

Your completed nomination form must be returned to the school office by:

Date: **Monday 28th September 2020** Time: **9:00am**