



Lingfield Primary School

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15 January 2014

Dear Parents

ARE YOU INTERESTED IN BEING A PARENT GOVERNOR?

This is to just let you know that there will be an election for 3 Parent Governors this term to join the governing body. Our parent governors are very valuable members of the governing body as we rely on them to help us to keep in touch with what parents are thinking.

Governing bodies are responsible for a wide range of matters. Their duties include management of the school budget, school effectiveness, preparation for OfSTED inspection and involvement in a variety of personnel and pupil issues. In your role as a school governor, other experienced members of the governing body, the Head Teacher, the clerk to your governing body and members of the Governor Development Team will support you in these duties.

The governing body works together as a group, meeting at least once a term. If you are thinking of standing as a governor remember that you will be expected to attend a minimum of three full governing body meetings a year, plus at least one committee meeting each term. Initially you will also find it very helpful to attend training sessions to develop your understanding of the role. As a governor, you will normally hold office for a period of four years, even if your child leaves the school during this time. You can, however, resign from the governing body at any time.

In accordance with new legislation for Safeguarding Children, your appointment is subject to an application being made to the Disclosure and Barring Service for a criminal records certificate. The aim of this check is to protect children and vulnerable young adults from abuse of any kind.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can vote in the election and is eligible to stand for election subject to the following disqualifications:

- You work at the school for more than 500 hours (i.e. for more than ½ of the hours of a full-time equivalent in a school year);
- You are under 18 years of age;
- You are declared bankrupt or have a composition or arrangement with your creditors;
- You have been convicted of an offence: full details available from the Governor Development Service.

If you wish you can include a few details about yourself and why you would like to become a governor (no more than 100 words). This will then be circulated to all parents to help them decide who to vote for. You do not have to provide this, but if you don't you may put yourself at a disadvantage if there is an election. **An election will be held if more nominations are received than the number of vacancies.**

All nominations which require the support of two other parents (from different families) and the declaration should be sent to the school office by 10am, Friday 31 January 2014. Every nomination must be signed.

If more nominations are received than the number of vacancies a ballot will have to be held and we will send out ballot papers with the names of the candidates and their details on Friday 31 January 2014. These will be sent home with the children so please watch out for the letter!!! Each parent will have one vote per vacancy regardless of the number of children you have in the school. The ballot is secret; you must send or post the ballot papers back in a sealed envelope marked "NOMINATION OF PARENT GOVERNOR" by 10am on Friday 7 February 2014. All the votes must be in by 10am on Friday 7 February 2014 and those standing for election will be invited to attend whilst the votes are counted.

Please think about taking on this important role or encouraging someone else to do it, as a school needs committed parents.

If you would like to talk to the Chair or one of our other governors about any of these issues please do not hesitate to contact me.

Yours sincerely

P Thackstone
Head Teacher

NOMINATION FORM FOR PARENT GOVERNOR

Election for a Parent Governor at Lingfield Primary School

Name.....

Address.....

Postcode.....Telephone noE-mail

Name and year group of children.....

.....

Why I would like to be a governor (no more than 100 words)

I am willing and eligible to stand for election as a parent governor at Lingfield Primary School

Full Name

Signed

Date

In signing this form you are confirming that you wish to be put forward as a prospective parent governor and that you agree to an enhanced Criminal Records Bureau check.

Details of 2 supports

1. Name

Address

.....

Parent of (name and age of child/ren)

Signature

2. Name

Address

.....

Parent of (name and age of child/ren)

Signature

**THE COMPLETED FORM SHOULD BE RETURNED TO THE HEAD TEACHER BY
Friday 31 January 2014**