



17<sup>th</sup> June 2019

Dear Parent

### **ELECTION OF PARENT GOVERNOR**

I am writing to you to inform you about a Parent Governor Election. The Local Governing Body, which includes Parent Governors, provides strategic leadership and accountability for the school. Parent Governors will serve for four years, unless they resign. They can continue in office even when their children have left the school.

#### **What Do Governors Do?**

The Local Governing Body's responsibilities affect most areas of the work of the school. They establish, with the Senior Leadership Team, the aims and objectives for the school. They have a role in school discipline and they take part in appointing staff; they have influence over the money spent on resources and they have responsibilities in connection with the use and maintenance of the premises. More generally, they are expected to be in touch with the local community and to help guide the school to meet the community's educational needs. They are also expected to be able to explain to the community what the school is trying to achieve for their children. Local Governing Bodies are responsible to the Board of Trustees of Ebor Academy Trust.

- Play an equal part with other Governors
- Act as an ambassador for the school and represent it positively in the community
- Take on specific roles as agreed with the other members of the Local Governing Body
- Visit the school regularly, including classroom visits
- Read all papers and reports provided to Governors and come to meetings prepared
- Attend meetings and other events regularly
- Undertake to observe the school's Safeguarding and Child Protection Policy, Governor Code of Conduct and Governor Visits Guidance
- Agree to be checked by the Disclosure and Barring Agency (formerly CRB) for relevant criminal offences
- Keep all information discussed in Governors' meetings confidential until it is agreed it can be shared

The time commitment for Governors is attendance at a minimum of two meetings a term, and additional time spent on individual school visits and involvement in committees. Meetings may be during the day or in the evening, depending on Governors' availability. Employers may give a "reasonable amount of time off" in order for one of their employees to fulfil their Governor duties.

#### **Do Parent Governors Have Special Responsibilities?**

No. Parent Governors do not have extra duties. Governors work as a team, with shared responsibilities. The Parent Governors speak as parents: they can't speak for all parents and they are elected to take a strategic role in school not as a parent representative.





## **How Are Parent Governors Appointed?**

We take the term 'parent' to include anyone who has custody of a child registered at the school, as well as 'natural' parents.

If we receive more nominations than there are places to fill, there will be a secret ballot and I will send ballot forms (1 per parent) and envelopes for their return to each home by hand of the children. The form explains how votes may be cast. If the number of nominations we receive is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, they will be declared elected and it will be for the rest of the Governors to fill any vacancy by inviting a parent of a child at the school to become a Parent Governor.

Parent Governors must be people who have children at the school when they are elected. This is the only qualifying criteria. Beyond that if you have a strong belief in continually improving the quality of education of children at school, now and in the future, then you already have the most important qualification a Governor needs. Obviously being a Governor is a fairly time consuming activity with meetings to attend and papers to read but the vast majority of Governors agree that the job brings many rewards, though not of the financial kind!

Furthermore, throughout your term of office you will have support, guidance, assistance and relevant training. If you decide you wish to stand for election it is necessary to get two parents at the school to propose and second your nomination.

If you are not able to stand for election, you may know of someone who is and parents with children at the school can nominate another parent for election. You can obtain a nomination form from the school and, having signed it yourself and obtained the signatures of the seconder and of the person you are nominating, return the form to me as quickly as possible. You can nominate as many parents as there are seats to fill but you need a nomination form for each.

**All nomination forms need to be submitted by 3.15pm on Wednesday 26<sup>th</sup> June 2019.**

If you feel that you have a contribution to make to the school in this way, please come and talk to me and I will explain the processes involved. Alternatively, if you would like further information please see this link to the National Governance Association <http://bit.ly/1m7hDgc>,

The election is not a threatening process and only takes place when we have sufficient candidates. We would welcome applications from parents who have previously expressed an interest in this role.

### **Result of the Election**

The names of those elected will be communicated to all parents within seven days of the election.

Anyone having any query about the election is invited to contact the school.

Yours sincerely

Mrs B Fletcher  
Headteacher