

16th September 2016

Dear Parents,

Re: PARENT GOVERNOR VACANCY AT POWELL CORDEROY PRIMARY SCHOOL

I am writing to inform you of a vacancy on our Governing Body following the resignation of Dominic O'Reilly due to work and family commitments, and I would like to take this opportunity to thank him for his contribution to the Governing Body and the school over the past year.

Consequently, we are seeking nominations for parents to stand for election as a Parent Governor of Powell Corderoy Primary School. The Governing Body is made up of a variety of different stakeholders - including parents - who take overall responsibility for the strategic direction and management of our school. It is an opportunity to contribute more formally to school development and requires a commitment of four years from the successful candidate.

Parent Governors are required to attend one Full Governing Body meeting each term (usually a Monday, 6:30-8:30pm), and to sit on at least one sub-committee, which also meets one evening a term (typically a Monday 6:00-8:00pm). Governors are also required to complete at least one school visit per term and produce a written report for the Governing Body. We actively encourage ongoing training and new Governors must attend a mandatory two day Introduction to Governance training course as a minimum. In addition to the statutory elements of the role, our Governors are very active in the school community and get involved with many school events such as providing the refreshments at parent evenings, running the popular 'Presents for Parents' stall at the Christmas Fair and the even more popular 'Dangling Doughnuts' stall at the Summer Festival.

In order to complement the skills we already have in the Governing Body, we are specifically looking for people with skills or knowledge in the following areas:

1. Human resources, particularly recruitment and staff appraisal
2. A financial background or at least an interest in the financial aspects of an organisation would be very useful.

Parent Governors are elected as directed by Schedule 1, Regulation 6 of the School Governance (Constitution) (England) Regulations 2012. Nominations for Parent Governor vacancies are made by parents of pupils registered at the school. Should there be more nominations than vacancies, a secret ballot will be held. Parents of registered pupils attending the school may offer themselves for election. Parent Governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school.

Parents are invited to submit nominations to the Headteacher using the enclosed nomination forms. Each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for appointment or election.

Please note - a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA 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).

Nominations must be returned to the school office marked 'F.A.O. Mrs Smart - Parent Governor Nomination' by midday on Friday 30th September. No nomination will be accepted after that point. Those nominated to stand for election may enclose a short personal statement about themselves, of not more than 100 words with their nomination forms which will be circulated to parents should a ballot prove necessary. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies, a secret ballot will be held and candidates may request an opportunity to address a meeting of parents if they wish.

The timetable for the election of Parent Governor is as follows:

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|----------------------------|---|
| 16th September 2016 | Letter to parents with nomination forms sent home via pupil post. |
| 30th September 2016 | Midday deadline for receipt of nomination forms. |
| 4th October 2016 | Ballot paper sent to parents (<i>notification of date of candidates' meeting if appropriate</i>). |
| 18th October 2016 | Closing date for receipt of completed ballot papers. |
| 19th October 2016 | Date of count of ballot papers. |

If you have any further questions, please make enquiries via the school office.

I look forward to receiving your nominations and, if necessary, will send out ballot papers for your votes on 4th October 2016.

Yours sincerely,

Mrs Smart

Interim Head Teacher

On behalf of the Governing Body of Powell Corderoy School

**POWELL CORDEROY PRIMARY SCHOOL
NOMINATION FORM FOR PARENT GOVERNOR ELECTION**

Nominee

Name and Address (please print)

Name/s of child/children

Nominee's Signature

Phone number _____

Email address _____

Proposer

Name and Address (please print)

Name/s of child/children

Proposer's Signature

Secunder

Name and Address (please print)

Name/s of child/children

Secunder's Signature

Nominee's Personal Statement

Each nominee may write a personal statement, introducing themselves and explaining their reasons for wanting to become a governor. These statements will be shared with parents in the event of a vote. Statements should be no more than 100 words in length, attached on a separate sheet **AND a copy sent by email to info@pcps.uk** with the subject header 'Parent Governor Nomination: Personal Statement'. **This form should be returned to the school office marked 'FAO Mrs Smart: Parent Governor Nominations' by midday on 30th September 2016.**