



13 September 2024

Dear Parent/Carer

## **Parent Governor Vacancy**

We are writing to inform you that the term of office for one of our Parent Governors, Guy Longworth, expires at the beginning of October. In accordance with our instrument of government we are therefore advertising this vacancy on the school's governing body. We would like to thank Guy for his service to date. In addition to main board responsibilities, he has served on both the Finance, Personnel and Premises and the Curriculum, Teaching and Care committees. He has also been instrumental regarding our ongoing governor priorities with a particular focus on governor development and succession planning. The school has been fortunate to benefit from Guy's skills and professional expertise. Under the criteria detailed below, Guy is entitled to be elected for a second term of office.

You will be aware that governors play a key strategic role in the development of schools. The Board acts as a critical friend to the school, reviewing policies, monitoring best practice and value for money to ensure the curriculum is delivered in the best interests of the students. Governors also support the school in practical ways by offering advice through their own experiences or professions. We are committed to creating a diverse Board and positively encourage applications from under-represented communities.

Training is provided to support governors in their role, some of which is mandatory. By law, employers must give employees who are school governors in maintained schools 'reasonable time off' to carry out their duties. [Please click here to view the role description of Parent Governor.](#)

There is a full Board meeting once each half term throughout the year. Additionally the Board has two committees:

- i) Finances, Premises and Personnel
- ii) Curriculum, Teaching and Care

Each committee meets at least once each half term to consider in detail the matters for which it is responsible. Every governor serves on the Full Board and on one committee. Governors also take individual responsibility for policies and for areas of the school. Policies are reviewed regularly by senior staff and governors working together on these revisions.

If you would like to stand for election please complete the [nomination form here](#) by 23 September (9am). You will need to ask another parent of a student at the school to second your nomination

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which will include a criminal background check. This is to ensure the safety of the students. 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 on the ballot paper. Please note that the 80 word limit will be strictly enforced.

If the number of nominations is the same as or less than the number of vacancies, then the parents 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/ies.

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.

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 have one vote per vacancy regardless of how many children they have at the school. 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:

“Parent” is defined for the purposes of the Constitution Regulations as including “any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18”. It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.’

If you have any questions about the role or whether you are eligible to stand or vote in the election, please do not hesitate to contact us.

Yours sincerely



**James Shapland**  
Headteacher



**Julie Laws**  
Chair of Governors