



Pondhu Primary School

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5th December 2014

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for five parent governors and there is currently one vacancy.

The governing body, with the Headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the school to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training.

Please contact either Mr Leaity, our Chair of Governors, (chair@pondhu.cornwall.sch.uk) or myself if you are interested in standing as a parent governor at our school and we can provide additional information about the role. Please note, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than Thursday 18th December at 12 noon. You are encouraged to include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent. We also ask for a photograph of the candidate to be attached to the nomination form.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

Mrs D Tregellas
HEADTEACHER



Parent Governors

Parent governors should be a parent of a registered pupil at the time of the election. They are normally elected by the parents of the registered pupils of the school. From 1st April 2004 parents of any of the children for whom any service is provided at **maintained nursery schools** are eligible to be parent governors. A parent who is an elected member of Cornwall Council or who works at the school for 500 hours or more in a year cannot stand for election but can vote. Such governors are representatives of the parent body and not delegates. This means that they cannot be directed by the parent body to act in a certain way but they should represent the views of the parents. Parent governors may stay in office for the remainder of their term of office even if their child has left the school. Should an election fail to fill all parent governor vacancies the governing body may appoint a parent governor. With these appointments, the governors cannot appoint an elected member of the Children Service Authority (CSA) or a person who works at the school for 500 hours or more in a year.

A Governor's Commitments

As a governor you will be expected to:

- Support the aims and objectives of your school and promote the interests of the school and its pupils within the local community
- Attend meetings of the governing body and its committees. The full governing body meets twice every term and its committees may meet once or twice every term.
- Attend the school on a regular basis through a planned programme of visits.
- Recognise that you and the governing body are accountable for your actions.
- Act as a member of the governing body and not as an individual with personal interests.
- Keep informed about developments within the school.
- Attend training to increase your knowledge, skills and ability to deliver your duties and responsibilities.

Nomination Form

Election of parent governors

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address:

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Signature

(Date)

Please include your photograph with this nomination.

Completed nomination forms must be returned to the school by 12 noon 18th December 2014