



11<sup>th</sup> December 2023

Dear Parent/Carer,

## ELECTION OF PARENT GOVERNORS

You are invited to stand for election as a Parent Governor, or nominate another parent to do so. In our school we have provision for **two** Parent Governors and there are currently **two** vacancies who will serve on the Governing Board for up to 5 years. Although no qualifications are required to become a Governor 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 Board's work, we are particularly keen to encourage parents with the following skills to stand for election;

- a strong commitment to the role and this includes dedicating your time regularly during each school term and throughout the year to carrying out your duties
- a strong commitment to making sure there are high aspirations for the all the children in the Hospital Education Service and a commitment to achieving the best possible outcomes for all the pupils
- to be naturally inquisitive and have the ability to question and analyse, and a willingness to learn
- good communication skills
- appropriate levels of literacy in English and sufficient numeracy skills to understand basic data
- the skills to understand the particular ethos of the service and its implications for the way it is governed
- to carry out the role to the highest standards and, as the holder of a public office, to adhere to the seven principles of public life, which are selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

Training is available to all Governors and the Board has an expectation that new Governors attend a free induction training session.

The Governing Board has three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher 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.

Any parent seeking to be elected as a Parent Governor should be willing to undertake a disclosure from the Disclosure and Barring Service. If a parent refuses to undertake such a disclosure then they will be ineligible to stand for election to the governing Board.

The enclosed sheet (Appendix B) summarises the circumstances under which someone can serve as a Governor. In addition, 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 **Friday 19<sup>th</sup> January 2024 at 3.30pm**. You may also 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.

Should **two** or fewer nominations be received by the official closing date, the candidate(s) will be duly elected unopposed. In the event of there being **three** or more nominations an Election will take place. Information on voting arrangements will be sent to you at a later date.

Yours sincerely,



Headteacher  
(Returning Officer)

