

Dear Parent,

ELECTION OF PARENT GOVERNORS

In accordance with the Education Acts the Governing Body of each school/federation shall include Parent Governors, these being parents of registered pupils at either school elected by such parents.

Section 576 of the Education Act 1996 defines 'parent' as:

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

This means that it is possible for a child to have more than two parents eligible to participate in an election.

Two vacancies for Parent Governors has arisen at The Carrdyke Federation, and it is therefore necessary to hold an election.

If you are interested in being a candidate please complete the slip attached, proposed and seconded and forward it to the Returning Officer at either school, to arrive not later than **6th March 2020**.

You have the opportunity to write a statement of sufficient length to set out (a) evidence of the extent to which you possess the skills and experience the governing body desires; (b) your commitment to undertake training to acquire or develop the skills to be an effective governor; (c) if seeking re-election, details of your contribution to the work of the governing body during your previous term of office; and (d) how you plan to contribute to the future work of the governing body.

Candidates should be aware of certain disqualification clauses relating in particular to bankruptcy and criminal convictions. If you are in any doubt about your eligibility to stand for election please contact the Returning Officer who will be able to supply you with further details.

The main duties and responsibilities of school Governors are set out overleaf. It should be noted that an elected Parent Governor is appointed for a 4 year term and may continue in office even though their child may have left the school part way through their 4 year term of office.

If the number of candidates exceeds the number of vacancies you will be sent voting slips and details about the electoral process via your child. The results of the election will be placed on the school notice board.

Any queries relating to this election should be made to the Returning Officer at the school.

Yours sincerely
Returning Officer

**ELECTION OF PARENT GOVERNORS
NOMINATION FORM**

To The Returning Officer at The Carrdyke Federation.

I _____

(Full name in block capitals).

Address _____

Wish to stand for election as a Parent Governor of the above federation.

Signed _____

The nomination is proposed by ***(must be a parent of a child attending The Carrdyke Federation)**

Name _____ Signed _____

Seconded by ***(must be a parent of a child attending The Carrdyke Federation)**

Name _____ Signed _____

You have the opportunity to write a statement of no more than 300 words (a) evidence of the extent to which you possess the skills and experience the governing body desires; (b) your commitment to undertake training to acquire or develop the skills to be an effective governor; (c) if seeking re-election, details of your contribution to the work of the governing body during your previous term of office; and (d) how you plan to contribute to the future work of the governing body.

Candidates should be aware of certain disqualification clauses relating in particular to bankruptcy and criminal convictions. If you are in any doubt about your eligibility to stand for election please contact the Returning Officer who will be able to supply you with further details.

DUTIES OF A GOVERNOR

As part of the corporate Governing Body, Governors will have a strong focus on 3 core strategic functions:-

- Ensuring clarity of vision
- Hold the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

Governors are not expected to be involved in the day-to-day management and administration of the school, but rather to set strategic plans for the school and to provide the Headteacher with guidance on general principles.

Whilst it is difficult to define in precise terms what all the duties of a Governor are, the following are among them:

- To work as a member of the Governing Body for the best interests of the school ideally with background knowledge of business and finance.
- Attend the regular meetings and special meetings of the Governing Body as well as meetings of any Committees to which they have been appointed. Governors are appointed to Committees dependent upon qualifications and skills acquired. On occasions a Committee Member may be asked to minute such meetings. Meetings take place in the evenings and during school time.
- Become familiar with general educational issues and developments.
- Take an interest in school activities.
- Promote the school within the local community.
- Be able to commit time to the duties and responsibilities of a Governor.
- Be prepared to become involved in: -
 - Staff appointments.
 - Pupil discipline.
 - The school curriculum.
 - The financial management of the school.
 - Health and Safety matters.
 - Governor Training.

Governors have an increasingly important role and attending termly meetings only is not enough. It is essential that the person appointed must have and maintain a keen interest in the work and welfare of the school. Inevitably visits must be made to see the Headteacher and what the school is doing; to play an active part in the public and social life of the school. Governors also have the task of being the immediate “lay” support for the professional staff in the school.