



'Be the best you can be'

6th November 2017

Dear Parent/Carer

Election of Parent Governor at Claydon High School

The local governing body is responsible for both the conduct of the school and for promoting high standards. The local governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The local governing body of our school is made up of parent governors, Trust Appointed governors and staff governors.

Vacancies have arisen for parent governors on our local governing body. The local governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more nomination than vacancies, then a ballot will be held. Parent governors are elected by the parents/carers of children attending the school. All parents/carers of children attending the school are entitled to propose or second candidates and vote. Nomination papers for this purpose can be obtained at the school from the headteacher.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the local governing body. At the moment the governing body is lacking governors who have expertise in finance, property, procurement and compliance with law and charity law. If you are someone with the required experience, would you consider applying? Governors also need a range of interpersonal skills – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

SSLT expects, on appointment, all governors to familiarise themselves and to agree to comply with:

- SSLT articles of association
- master and supplemental funding agreements
- academies finance handbook
- SSLT financial regulations
- SSLT local governing body terms of reference
- SSLT code of conduct for trustees and governors and the acceptable use policy.

Our local governing body expects governors to:

- attend eight meetings of the full governing body each academic year
- sit on a committee as required
- visit the school formally for monitoring purposes at least once a term
- visit the school informally at least 2-3 times a year
- commit to attend training courses.

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In return, our governing body commits to:

- provide you with a structured induction
- provide access to quality training via SSLT
- provide you with an experienced governor as mentor.

If you would like to find out more about how you can contribute to governance at our school, please email me with your contact details and I will pass on your details to the chair who will then arrange a time for a conversation.

The completed nomination papers must be returned to the above school by:

Friday 17th November

If the number of nominations received is equal to or less than the number of vacancies there will be no need to hold a ballot. If a ballot is necessary, it will be by "postal" ballot and your child will be asked to deliver and return your voting (ballot) paper. One ballot paper per parent or carer is allowed, irrespective of how many of your children attend the school. Ballot papers must be returned in sealed envelopes to the school no later than:

Tuesday 12th December

which will be the "date of the election".

More information is given in the notes attached and you are advised to read them carefully before taking part in the election.

Thank you for your interest, and involvement in this important process. If you have any queries regarding this election, please contact me.

Yours sincerely

A handwritten signature in cursive script that reads "M. Taylor".

Ms M Taylor
Headteacher

NOTES FOR PARENTS TAKING PART IN PARENT GOVERNOR ELECTIONS

There will be no need to hold an election (ie no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the local governing body detailing the number of parent governors is set out in the Scheme of Delegation and Terms of Reference for Local Governing Bodies.

A parent governor will have a term of office of four years.

Under the 2012 School Governance Regulations, a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA (a County Councillor) or if they work at the school for more than 500 hours (ie for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.

Parents standing as candidates in the election may not propose or second themselves.

Each parent/carer shall be entitled to return one ballot paper irrespective of the number of children in the family attending the school.

Each parent/carer shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the headteacher, in a sealed envelope, addressed to the headteacher of the school, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.

All candidates or their representatives will be invited to attend the counting of the ballot papers.

A notice of the result of the election will be posted on the school website for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.

All governors (including parent governors) appointed after 1st April 2016 must apply for an Enhanced DBS check within 21 days of their appointment. Full details of the procedure will be provided by the school. Failure to apply for an Enhanced DBS check within 21 days will result in the governor being removed from the governing body.