

22nd September 2021

Dear Parent/Carer

SCHOOL GOVERNING BOARD-ELECTION OF PARENT GOVERNOR(S)

I am writing to inform you that we currently have one vacancy for an elected parent governor on our governing board.

A school's 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 the performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

The role of a school governor encompasses many aspects of strategic management such as personnel, health and safety, financial management, monitoring and evaluation, curriculum matters, pastoral and pupil well-being, as well as performance management. Governors have access to the local authority's extensive training and development programme and you will be encouraged to attend relevant courses. Governing Board meetings take place each term and, in addition, you may be required to join one or more of the committees.

Below is the process which has to be undertaken in order to fill this vacancy. If you are considering applying for this role you may find it useful to contact either myself or the chair of governors, Tony Moore, through the school office to discuss the role.

Parents who are nominated for election must be proposed and seconded in writing, with nominations being signed by the proposer and seconder. A parent may nominate her/himself, as long as s/he has a seconder. The person nominated must also state in writing that s/he is willing to stand for election.

The election is for a period of 4 years and those eligible to stand must be parents or carers of pupils who are currently at this school. The proposer and seconder must also have a child currently in attendance at the school. A parent whose child leaves the school during his/her term of office may continue as a parent governor for the full period, if s/he so wishes.

Nominations should be sent to me within the next ten school days. The closing date for receiving nominations is Friday 2nd October. If there is only one parent nominated, they will be elected unopposed but if there are two or more candidates for the vacancies, a ballot will be held. If this is necessary, a further letter about the arrangements will be sent to you, but you will be expected to submit a statement explaining how you could contribute effectively to the work of the governing board.

All parents whose child/children attend this school will be entitled to vote in the ballot and voting will be on the basis of one vote per parent/carer per place available. Before the ballot

takes place, we will circulate information from the candidates to all parents prior to the meeting.

If it proves impossible to fill all the vacancies, the governing board has the right to appoint governors in order to fill the required number of parent governor places on the governing board.

Parents may be interested in the overall constitution of the governing board and this is as follows:

- 1 LA governor nominated by Milton Keynes Council
- 2 parent governors, elected by parents/carers
- 1 staff governor elected by staff at the school
- 1 headteacher
- 7 co-opted governors appointed by the governing board

A person will be disqualified from election or appointment as a parent governor if s/he is:

- An elected member of the LA;
- Paid to work at the school for more than 500 hours in a school year

There are a number of other circumstances in which an individual is disqualified from being a governor, which include having been barred from working with children and vulnerable adults, bankruptcy and criminal conviction. Should you require further information on disqualification clauses, please contact Sara Butler, Governor Service Manager on 01908 253497.

I enclose a form for use in nominating parent governors, which parents may find useful, but a separate nomination letter is just as acceptable. Please email the form or letter to school (office@gilesbrook.co.uk) by Friday 2nd October.

Yours sincerely

Claire Britnell

Headteacher

Giles Brook School



Election of Parent Governors

.....School

I wish to nominate

for the position of parent governor.

Signed: (nominator)

Signed: (seconder)

I am prepared to accept this nomination.

Signed: (candidate)

Date:

Please return to the headteacher by:

Name of nominee

Address

Email Address:

Candidates may be asked to provide information about themselves and/or an election address of up to 200 words for distribution to parents.