



Highwood Primary School

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Promoting Resilience, Achieving Potential

Cathy Cox – Head Teacher

Friday 12th October 2018

TWO PARENT GOVERNOR VACANCIES ELECTION TO HIGHWOOD PRIMARY SCHOOL'S GOVERNING BODY

Dear Parents and Carers,

There are three governor positions on Highwood's governing body that are reserved specifically for parents/carers of children that are pupils of the school. As of October 2018, we have two vacancies that we are looking to fill.

What does being a governor at Highwood involve?

The governing body at Highwood is a committed, welcoming team that is truly valued by the leaders of the school. Its main task is to work collaboratively with the school to ensure that all pupils of Highwood receive a high quality education and to plan for future development and improvement.

You will find a detailed description of what the role involves attached with this letter.

Am I the right person?

In addition to the essential skills listed on the Job Description, we would particularly urge any parent that has experience in one or more of the following areas, to consider standing for election in order to fill some existing/future skills gaps:

- Experience of the leadership of individuals or teams
- Financial processes including the planning and management of budgets

The nomination and election process:

If you are interested in standing for election, please complete and return the attached form to the school office by **3:30pm** on **Monday 5th November 2018**.

You will need to ask another parent of a pupil at the school to sign the form.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which may include a criminal background check. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

The attached form asks you to provide a short personal statement. You should use this section to explain why you believe you would make a good parent governor (**not**

more than 80 words). If an election is needed these details will be typed up and sent to all parents with the ballot papers. **Please note that the 80-word limit will be strictly enforced and result in additional wording being deleted.**

If the number of nominations is two or fewer, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parent governors to fill the remaining vacancy/ies.

The governing body has determined that the term of office for a parent governor is 4 years. If you are elected, you may serve the full term of office even if your child leaves the school before your term of office finishes. If an election is necessary, we will send you a ballot paper on Monday 12th November 2018.

Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

Who can stand for election and/or vote?

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may **not stand** for election.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is: parents (including carers) of registered pupils at the school.

“Parent” is defined for the purposes of the Constitution Regulations as including “any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18”. It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.’ *Guide to the law, Chapter 3, paragraph 4.*

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please do not hesitate to contact me.

Yours sincerely,

Anjali Carter (Chair of Governors)

**ELECTION OF TWO PARENT GOVERNORS
AT HIGHWOOD PRIMARY SCHOOL
NOMINATION FORM**

Your name: (Mr/Mrs/Miss/Ms/Dr)

Address:
.....
.....

I have a child at Highwood Primary school and hereby nominate myself for election as a parent governor. I understand that if elected I will have to undergo a pre-appointment check. My nomination has been seconded. A biographical personal statement (**80 words maximum**) for circulation with the voting paper has been provided below.

Signature:

The completed nomination form must be returned to the school office by:

Date: Monday 5th November 2018 Time: 3:30pm

Seconded* by: (Mr/Mrs/Miss/Ms/Dr)

Address:
.....
.....

Signature:

** The seconder must be a parent of a pupil at the school.*

Biographical personal statement (80 words maximum):