

**St Mary's CE Primary School**

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Headteacher: Mr S Smith



8<sup>th</sup> January 2020

Dear Parents,

**ELECTION OF PARENT GOVERNOR TO THE GOVERNING BODY OF ST MARY'S CofE PRIMARY SCHOOL**

Would you like to be a governor of your child's school? Two places on the governing body of St Mary's are reserved for parents and a vacancy for one of these positions has arisen recently. In the coming weeks, we are going to be holding an election to fill this role.

As volunteers, school governors carry out an important and satisfying job in the education sector and this is a chance for you as a parent to have an influence over the quality of education the school provides for all its children. Governors make decisions about many aspects of the school including the curriculum, staffing and its finances.

School governors are drawn from all walks of life, with each bringing his or her unique skills and experience to the role of school leadership. You do not have to be a working professional, just someone who wants to be involved and make a difference.

Governors are the strategic leaders of our school and have a vital role to play in making sure every child gets the best possible education, if you are successful in being elected, induction and training will be available to help you understand your role as a Governor.

Governors are expected to attend four meetings of the school's governing body each year and also three meetings of a governing body committee (all meetings are held on Tuesday evenings at 6.00pm). In addition, governors are expected to make at least two formal visits during the school day every year so the governing body as a whole can be assured that all governors are taking an active interest in the school and its children.

Governing bodies are required to have a range of skills and experience available to them. Following a recent audit carried out by governors, interest from parents who have a background or expertise in either Human Resources or Premises and Facilities management would be particularly welcome. However, all parents are more than welcome to express an interest and put themselves forward for election.

The process for electing a parent governor is as follows:

- All people who have parental responsibility for a child at the school are eligible to stand for election as a parent governor.
- If there are more candidates than vacancies, an election is held. This is organised by the Headteacher and every parent in the school will receive a voting paper so they have the opportunity to vote.
- Parents will be able to vote by sending a ballot paper to the school.

-At the end of the voting period, the number of votes cast for each candidate are counted and the person with the most votes is elected to serve.

Please note that there are certain restrictions which prevent a person from standing for election as a Parent Governor:

-A person cannot stand for election as a Parent Governor if they are an elected member of the Local Authority or if they work at the school for more than 500 hours in a school year.

-People who are bankrupt may not serve as Governors, nor may people who have in the previous five years been sentenced to three months or more in prison without the option of a fine.

-People who have been sentenced to a period of more than two and a half years of imprisonment may not stand within twenty years of that conviction and anyone who has been sentenced to a period of imprisonment of five years or more is totally disqualified.

-People who are disqualified from working with children may not hold office as a Parent Governor.

The term of office is four years and if you would like to be considered you may nominate yourself as a candidate. No proposer or seconder is required but you must signify your intention to stand in writing **by 10.00 am on Friday 31<sup>st</sup> January 2020**. This can be done in one of two ways:

- 1) Sending a letter stating your intention to stand addressed to 'The Headteacher: Parent Governor Election'. This envelope must be sealed and include a short personal statement (maximum 200 words) to circulate to parents in the event of an election. **This should be an additional document to your letter of nomination.**
- 2) Sending the letter of intention and supporting statement described above via email to [teacher.info@stmryb29.bham.sch.uk](mailto:teacher.info@stmryb29.bham.sch.uk) with 'PARENT GOVERNOR NOMINATION' in the subject line.

**Please note that nominations received after the deadline cannot be considered.**

Should you be in any doubt regarding the process of governor elections, nominations or appointments, do not hesitate to contact the school or you may wish to telephone Birmingham City Council School and Governor Support Team on 0121 464 3572.

Yours sincerely

Mr S Smith  
Headteacher

