

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

26th March 2024

Dear Parents and Carers,

Vacancy for a Parent Governor

Every maintained school in England has a Governing Body responsible to the local community for running the school. There is currently a vacancy for a Parent Governor at South Bersted Church of England Primary School.

What is the role of the school's Governing Body?

School Governors offer strategic guidance. This involves:

- Working with other board members to plan the school's strategic direction,
- Overseeing the school's financial performance, ensuring that money is well-spent,
- Holding the headteacher and leadership to account.

Parent Governors play a vital role on a Governing Body, holding the unique position of having a parental viewpoint of the school. As a parent, you have first-hand experience of the delivery of the school's vision and values.

What is the commitment?

Attend nine Full Governing Body meetings per school year and read the relevant documents before each meeting. This will enable you to be fully informed of the agenda prior to the meeting.

Throughout the year, there are opportunities to be in the school. This includes meeting with subject leaders termly and attending trips and visits.

Each Governors term of office is four years.

What will the role provide you with?

Being a school Governor, will provide a number of training opportunities. Many of these opportunities can be completed virtually. As part of the induction to being a Governor, a current member of the Governing Body will support you to prepare for the meetings and ensure that you are fully informed of up and coming events.



Definition and candidate eligibility:

Regulation 6 of the School Governance (Constitution) (England) Regulations 2012 defines “parent Governor” as a person who:

- is elected as a Governor by parents of registered pupils at the school, and is such a parent at the time of election

The Education Act 1996 defines “parent” in relation to a child or young person as including any person who is not a parent of him/her but who has parental responsibility for him/her or who has care of him/her.

N.B. A person is not disqualified from continuing to hold office as a Parent Governor when s/he ceases to be a parent of a registered pupil at the school or takes up employment at the school.

Candidate Ineligibility:

There are certain circumstances that will mean you are not eligible to serve as a School Governor. Please carefully read the attached Declaration Form and sign and return this with your completed nomination form.

What to do if you are interested?

If you are interested in standing for election as a Parent Governor, please complete the enclosed nomination form. You must ensure that 2 parents/legal guardians of children currently attending the school, support your nomination - they must complete and sign your nomination form. You must also include a brief election statement.

Please submit your completed nomination form via the School Office and addressed to the Clerk, no later than 9.00am on Tuesday 23rd April 2024.

If two or more nominations are received, I will send all parents and carers voting papers, which will include the candidates’ election statements. In the event of a ballot I have arranged for votes to be counted at 3.30pm on **Tuesday 30th April 2024** or a time mutually agreed with all candidates, and each candidate or his/her authorised representative may attend the count. I shall also arrange for all parents and carers to be notified of the result.

If you have any questions about the Parent Governor vacancy or the process, please do not hesitate to speak to me.

All elected parent Governors are required to complete a DBS check within 21 days of their election. A paper copy of this letter and the form is available on request.

Yours sincerely



Mr Noel Goodwin
Headteacher