



The Birches Specialist Support Primary School

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Head Teacher: Mr Rob O'Hara

FORM 1 - Nomination Letter- Parent Governor Elections

22nd March 2019

Dear Parent/Carer

I am writing to you to invite you to stand for election as a parent governor. In our school we have provision for 2 parent governors and there is currently 1 vacancy.

Parent governors are elected by and from other parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school on a day to day basis, their role is at the strategic policy-making level in the school. Governing bodies have 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
- Overseeing the financial performance of the school and making sure its money is well spent.

You do not have to be an expert in education to be a school governor, and we value the experience that all governors bring to the role. If you are interested in applying to become a governor or would like to more information about the role you can find all the relevant information on the school's website or you can request this from the school office. *Information can also be found on the NGA website (www.nga.org.uk).* Training is available for all governors and our governing body has an expectation that those new to being a governor attend free induction training.

If you join our governing body, you will serve for a four-year term of office and you can continue to the end of the four years, or re-consider your post if your son/ daughter leaves The Birches during your term. Being a governor does take up time. There are 6 full governing body meetings each year, and governors usually serve on a committee which meet each term. In addition, you will need to set aside time to: prepare for meetings, visit the school and undertake training.

The nominations form (found on the school website or from the school office) summarises the circumstances under which someone **cannot** serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the local authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the nomination form (found on the school website or from the school office) and return it to the school no later than mid-day on Friday 5th April.

Each parent nomination will need a second parent to act as a proposer who supports their nomination.

If you would like extra copies of the nomination forms please contact the school office. On **Tuesday 23rd April 2019 (following the Easter break)** we will inform parents about the details of parent governor nominations and if we have more than one person nominated, we will need to have an election. If there is an election, we will forward by hand, via all pupils, the voting papers and the personal statements of nominees.

We will send more details to you about how to vote when voting is about to start. All voting must be completed by **Tuesday 30th April 2019.**

You are asked to include a short personal statement to support your nomination including the skills that you would bring to the role. This information will be distributed to the electorate along with voting papers if more than one parent is nominated and an election is required.

If there are more nominations than vacancies the election will be by secret ballot. If this is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

If you have any further questions please do not hesitate to contact the school office.

Yours sincerely



Rob O'Hara
Headteacher

