



**MARTON-CUM-GRAFTON**  
CE VA PRIMARY SCHOOL

8<sup>th</sup> February 2018

Dear Parent / Carer,

**ELECTION OF PARENT GOVERNOR**

I am writing to let you know that there is to be an election for a Parent Governor. The governing body, when it is complete, will be made up of 12 Governors of which 2 are elected by the parents. There is currently one parent governor place to be filled.

The term "parent" includes anyone who has custody of a child registered at the school, as well as "natural" parents. Parents can stand for election and vote in secret in the election, if a ballot is needed.

As well as parents, the governing body is made up of governors appointed by the Local Authority (the County Council), school staff, the headteacher and governors appointed by the rest of the governing body (community governors). In voluntary controlled and aided schools there are also foundation governors.

Parent Governors have a four year term of office and continue to serve even if their child(ren) leaves the school during this period.

What Do Governors Do?

The governors' work affects most aspects of the school's work. They establish, with the Headteacher, aims for the school, and approve policies – for the curriculum, behaviour and discipline, for example; and are responsible for the school's budget and the use and maintenance of the premises. More generally, they are expected to be in touch with the local community and to help guide the school to meet the community's educational needs. They are also expected to help the school explain to the community what the school is trying to achieve for their children. A leaflet, providing further information, is available either in schools or from the Governor Support, County Hall, Northallerton, tel. 01609 532936, e-mail Governor.Support@northyorks.gov.uk

The governors, together as a body, have a range of legal responsibilities, so being a governor is an important commitment and new governors should be willing to attend training to help them learn what is entailed.

Do Parent Governors have Special Responsibilities?

No. Parent Governors do not have "extra" duties. All governors are equally responsible and discharge their responsibilities as a body, not individually. The Parent Governors speak as parents: they can't speak for all parents.

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### Are there any restrictions which could disqualify parents from becoming Parent Governors?

Yes, but they are unlikely to apply to most parents considering becoming a parent governor. The restrictions are contained in the School Governance (Constitution) (England) Regulations 2003, Schedule 6 and subsequent amendment Regulations. If your Governing Body has adopted the 2012 Regulations the same restrictions apply. A copy of these as a Self-Declaration form is attached to the Nomination Paper available from the school Main Entrance. Parents putting themselves forward for election will be required to sign this form and return it with their nomination form. If any of the restrictions apply you should not proceed with your nomination as a governor. Also, you are disqualified from election or appointment as a parent governor if you are an elected member of the local authority (-or if you are paid to work at the school for more than 500 hours in any twelve month period commencing on 1 August and finishing on 31 July).

Governors are subject to enhanced DBS (formerly CRB) checks and the elected parent will be provided, by the school, the requisite website link to complete an online form and then take proof of identity (as detailed in the list of Valid Identity Documents) to the headteacher. The headteacher will then pass these details to the DBS Unit at County Hall for checking and forwarding to the DBS, Liverpool. The term of office of the successful candidate(s) will only commence once a clear Enhanced DBS Disclosure has been received by the school. It is recommended that you discuss this with me if you have any concerns over issues which may be highlighted by the Enhanced DBS as they may not exclude you from acting as a Parent Governor.

### How are Parent Governors Elected?

Parent Governors must be people (aged at least 18) who have a child(ren) at the school when they are elected. Nomination forms are available from the school. Each form must be signed by the candidate. Candidates can also make a short statement about themselves – a maximum of 50 words will be allowed and this will be rigidly applied. A simple form for this purpose is provided with nomination forms. Return the forms to me as quickly as possible.

If more nominations are received than there are places to fill there will be a secret ballot and I will send ballot forms (1 per parent) and envelopes for their return to each parent. The form explains how votes may be cast.

If the number of nominations received is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, those nominated will be declared elected and it will be for the governing body to fill any remaining vacancy by appointing a parent governor.

**The rules for the election** are written down in Procedures set by the Local Authority, and these can be inspected at the school.

### Result of the Election

The names of those elected will be displayed at the school for at least seven days and will be included in the next edition of the school prospectus and on the school website.

Anyone having any query about the election is invited to contact the school.

Yours faithfully,

Mrs Marie-Louise Thirlaway  
**Headteacher and Returning Officer**

**THE CLOSING DATE FOR NOMINATION IS – 12noon on Monday 5<sup>th</sup> March 2018**

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