



WEST HESLERTON C.E. PRIMARY SCHOOL

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“Children are at the centre of all we do”

January 22nd 2021

Dear Parents/Guardians

ELECTION OF PARENT GOVERNOR

I am writing to let you know that there is to be an election of a Parent Governor. The Governing Body, when complete, is made up of eleven Governors of which three are elected by parents. At this election there is a vacancy for one Parent Governor. 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, nominate and second other parents, 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, Governors representing the staff, the Headteacher, representatives of the local community and Foundation Governors. Parent Governors will serve for four years, unless they resign, even if their child 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, the appointment of staff 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.

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.

Governing Body meetings take place at school twice a term, usually on Thursdays at 6.30pm. During Covid restrictions, these take place online.

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 cannot speak for **all** parents.

If you require this in a different format, please contact the office

How are Parent Governors Elected?

Parent Governors must be people (aged at least 18) who have children at the school when they are elected. Nomination forms are provided on the pages below. Each must be signed by the candidate, by the person nominating the candidate and the person seconding the nomination. All three must be parents of children registered at the school. Candidates can also make a short statement (no more than 50 words) about themselves. A simple form for this purpose has been provided with nomination forms. If a candidate wishes to make a statement this form **must** be used, and the statement restricted to 50 words. I could not, in fairness, circulate a longer statement. Please return the nomination forms to me as quickly as possible.

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

If the number of nominations we receive is the same as the number of places to be filled, then that person will be declared elected. If there are fewer it will be for the rest of the Governors to fill the vacancy by appointing a Parent governor themselves.

The rules for the election are written down in Regulations made by the local Authority, and these can be inspected at the school. There are also Regulations, which say that, anyone who is an undischarged bankrupt, or who has been convicted of a criminal offence for which a custodial sentence has been passed may not be a Governor.

Result of the Election

The name of the elected Governor will be displayed at the school for at least seven days, included in the next school newsletter and posted on the school website.

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

The parent who is elected will become a Governor as soon as possible, following a successful DBS check, and will be invited to our next meeting.

Yours sincerely

Rachel Wells
Headteacher and Returning Officer

The closing date for nominations to be received is noon on Friday, February 26th 2021

If you require this in a different format, please contact the office

**NORTH YORKSHIRE COUNTY COUNCIL
ELECTION OF PARENT GOVERNORS**

Nomination Paper

Name of School: West Heslerton CE Primary
No. of Parent Governors to be elected: 1
Please read the Notes below before completing the form
CANDIDATE
(Name/Address/Signature)
Signed:

Notes:

A parent can stand for election and vote in the election, if he or she has a child registered at the school on the date of the election*.

A CANDIDATE **must** be eligible to vote in the election i.e. be a parent of a pupil(s) on the school roll;
must sign, and return with this nomination paper, form Self Declaration 1 to indicate eligibility to stand for election under the School Governance (Constitution) (England) Regulations 2003, Schedule 6;
must indicate whether they wish to have their address shown on the ballot paper.

THIS FORM MUST BE RETURNED TO THE HEADTEACHER BY noon on Friday 26th February 2021

IN A SEALED ENVELOPE MARKED “CONFIDENTIAL – PG NOMINATION”.

* the date of the election is deemed to be the closing date for the receipt of nominations

NORTH YORKSHIRE COUNTY COUNCIL

ELECTION OF PARENT GOVERNORS

Statement in Support of Election

School:

Name: Age (s) of child (ren).....

Experience and/or interests relevant to serving as a Governor (50 words max please):

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Signed:

Date:.....