

Friday 24 March 2023

Dear Parent(s)/Guardian(s)

## **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 is made up of Academy Governors, Staff Governors, Parent Governors and Co-Opted Governors. The following also attend local governing body meetings: the Headteacher and Trust central colleagues.

The term 'Parent' includes:

- All natural parents whether married or not.
- Any person who, although not a natural parent, has a parental responsibility for a child/young person.
- Any person who, although not a natural parent, has care of a child/young person.

Any parent who has a child registered at the school on the date on which nominations are sought is eligible to nominate themselves and to vote in the election. Parent Governors have a **four-year** term of office and continue to serve even if their child or children leave the school during this period.

## **What do Governors do?**

St Peter's CE Primary School is part of the Yorkshire Causeway Schools Trust. The Board of Trustees delegate a range of responsibilities to the governing body, affecting most aspects of the school. The governing body collectively works to raise standards and to support the overall development of all pupils. This involves providing a strategic view for the school, acting as a critical friend to the Headteacher and the senior leadership team, and ensuring accountability.

## **What is required of Governors?**

The role of a governor is often described as being "Eyes On, Hands Off". Governors **DO**:

- Work collectively and publicly to support decisions made by the governing body regardless of personal view
- Adhere to a code of conduct that ensures confidentiality
- Understand the importance of safeguarding and monitor safeguarding arrangements
- Propose the overall budget for the school, for approval by the Trust board
- Consider the level of pay for teachers
- Help to decide the priorities for improving the school when the school development plan is drawn up
- Ensure the national curriculum is taught to all pupils

- Understand the need to set targets for pupil achievement
- Hold the Headteacher to account for achieving the targets set
- Ensure publication of national test and examination results
- Compare the performance of the school to schools nationally
- Monitor progress towards meeting targets in the school's development plan and, when requested, the Trust's development plan
- Ensure there is a published strategy for dealing with parental complaints and concerns
- Monitor health and safety
- Ensure systems are in place to secure a sound understanding of data
- Understand the impact of Pupil Premium
- Conduct Headteacher performance management
- Require enhanced Disclosure Barring Service clearance

#### Governors **Do NOT:**

- Make decisions as an individual governor or have a right to access personal or confidential information
- Have the automatic right to enter the school
- Inspect the school
- After visiting the school, report back on the quality of teaching
- Share openly concerns about staff capability
- Decide on how pupils are taught different subjects
- Have the right to exclude a pupil
- Write the school's policies
- 'Rubber stamp' recommendations from the Headteacher
- Automatically approve all apologies sent by governors
- Need to be aware of the performance objectives which have been set for individual teachers
- Make public the way in which they have voted on any particular matter

The governors, together as a body, have a range of responsibilities. The role of Parent Governor requires enthusiasm, significant time commitment and an interest in education. Any person wishing to undertake the position should be willing to attend training to help them learn what is entailed. Governors are expected to attend 3 full governing body meetings per year and they will also be expected to contribute towards the work of at least one sub-committee of the governing board. Sub-committees focus on specific areas of school management, such as, finance and estates, curriculum, welfare, sixth form and admissions.

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

There are certain restrictions which disqualify parents from becoming governors. These are detailed in the document, 'Qualifications and Disqualifications to serve as a Trustee/Governor'.

### **Are Parent Governors subject to DBS checks?**

Governors are subject to enhanced DBS checks. The elected parent will be provided with the information needed in order to apply online for an enhanced DBS clearance. It will be necessary for the elected governor to provide school with various documents needed to verify their identity as part of the clearance process. The term of office of the successful candidate will only commence once a clear, enhanced DBS Disclosure has been received by the school.

### **How are Parent Governors elected?**

Parent Governors must be people (aged at least 18), who have a child or children on the register of the school when they are elected. A nomination form is attached to this email and hard copies are also available from the school office. Each form must be signed by the candidate along with a Proposer and Secunder who must also be registered parents of a child or children in the school. Candidates can also make a short statement about themselves – a maximum of 100 words is allowed and this will be rigidly applied. A simple form for this purpose will be provided with the Nomination Form. Please return the form to me as quickly as possible, but by the date indicated at the bottom of this letter. If more nominations are received than there are places to fill, there will be a secret ballot. In this instance, I will send to each parent ballot forms (one per parent) for return. The ballot form and instructions will explain how votes should be cast.

If the number of nominations received is the same as the number of places to be filled, then that person(s) will be declared elected. If there are no nominations, then it will be for the Governing Body to fill the vacancy by appointing a Parent Governor(s).

### **Dates**

- A nomination form is attached to this email and hard copies are also available from the school office. Nomination forms should be signed by a Proposer, a Secunder and the Nominee and be returned to the school office with accompanying Candidate Statement by **Friday 28th April 2023**
- Ballot papers will be issued if necessary following closure of nominations.

Any person who might have questions concerning this election should contact the Headteacher or Chair of Governors at the school.

Yours sincerely

**Paul Griffiths**  
Headteacher