

St Edmund's Catholic Primary School

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Headteacher: Mrs E Higgins

8th March 2019

Dear Parent

Parent Governor for St Edmund's Catholic Primary School Governing Body

We are seeking a new Parent Governor for the Governing Body of St Edmund's Catholic Primary School.

Parent Governors are elected as directed by Schedule 1, Regulation 6 of The School Governance (Constitution) (England) Regulations 2012. Nominations for Parent Governor vacancies are made by parents/carers of pupils registered at the school. Should there be more nominations than vacancies a secret ballot will be held. Parents/carers of registered pupils attending the school may offer themselves for election. Parent Governors can serve for a term of up to four years irrespective of how long their child remains as a registered pupil of the school.

Parents are invited to submit nominations to the Headteacher using the enclosed nomination forms. Each person must be proposed and seconded by parents of registered pupils presently attending the school and the nominee must also be a parent and signify his or her willingness to stand for appointment or election.

The Governing Body has a vital role to play and relies on a team approach with each individual contributing a range of skills and experience. Further information on the role of a school governor is given overleaf.

Please note - a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

The nomination form must be returned by Friday 22nd March (NOON). No nomination will be accepted after that date/time. Those nominated to stand for election may enclose with their nomination forms a short personal statement about themselves, of **not more than 100 words**. Statements will be circulated to parents should a ballot prove necessary. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies a secret ballot will be held and candidates may request an opportunity to address a meeting of parents if they wish.

The timetable for the election of Parent Governor is set out below.

Friday 8th March 2019

Friday 22nd March 2019 **NOON**

Parents' letter with nomination forms sent home (pupil post)

Last day/time for returning nominations

If ballot required then

Friday 22nd March 2019

Ballot paper sent to parents (*and notification of date of the candidates' meeting if appropriate*)

Friday 5th April 2019 9am

Friday 5th April 2019

Close of voting/ballot

Count of ballot papers.

Yours sincerely

Headteacher/Returning Officer



SURREY
County Council



Diocese of Arundel & Brighton
Registered charity 252878

THE ROLE OF THE PARENT GOVERNOR

Often governors are asked what they actually do. It is not an easy question to answer, without giving a long list of responsibilities and quoting various pieces of legislation. A simplified answer to the question is found in the *1998 School Standards & Framework Act*, which for the very first time defined the governor's role and responsibility as being to:

“Conduct the school with a view to promoting high standards of educational achievement at the school”

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 have defined the roles of governing bodies as follows:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Headteacher to account for the educational performance of the school and its pupils; and
- c. Overseeing the financial performance of the school and making sure its money is well spent.

Everything that governors do should aim towards the improvement of pupil performance.

- **Commitment** - Whilst governors are volunteers, they have made a commitment to all pupils in their school and it is vital that they recognise that they need to have the time to attend meetings, visit the school and engage in development and training.
- **Meetings of the governing body** – there is a statutory requirement for governing bodies to meet three times per school year, but governing bodies can choose to meet more regularly, according to their needs.
- **Reading/preparing for meetings** – governors do not need to be education experts but in order to understand the role, there is an expectation that governors read papers in preparation for meetings as well as communications from Babcock 4S (Surrey Governor) and other documents as the need arises.
- **Committees** – Most governing bodies organise much of their work through committees and all governors are expected to serve on at least one committee and attend its meetings.
- **Visits** – visits to the school are an essential part of getting to know how the school works and to experience first-hand how those aspects discussed in meetings operate in practice. They also provide governors with the vital opportunity to engage in directly monitoring the work of the school and contributing to the school's self-evaluation.
- **Training/Development** – continuous professional development (CPD) of teaching and learning staff in schools is vital in delivering school improvement and so is professional development of governors. Please ensure you and your fellow governors take all opportunities to engage in training and development activities. The current training programme is at the back of this document.
- **Support/Friendship** – governors are expected to be friends and supporters of the school and their attendance at a range of school events is always appreciated.

NOMINATION FORM FOR PARENTS

St Edmund’s Catholic Primary School – Parent Governor Elections – Spring 2019

Nomination Form

Nominee

Name and Address (please print)

Name/s of child/children

Nominee's Signature

Phone number _____

Email address _____

Proposer

Name and Address (please print)

Name/s of child/children

Proposer's Signature

Secunder

Name and Address (please print)

Name/s of child/children

Secunder's Signature

Please attach the nominee's Personal Statement (not more than 100 words)

This form should be returned to Mrs Elizabeth Higgins at St Edmund’s Catholic Primary School, The Drive, Godalming GU7 1PF by 22nd March 2019 (NOON)