



# Deeping St James Community Primary School

## PARENT GOVERNOR VACANCY

Dear Parents/Carers,

The term of office of one of our parent governors has come to an end. We will therefore be holding an election and we are now asking for nominations.

### What we are looking for

Obviously, we welcome any expertise people can offer, but the main qualification for a parent governor is a willingness to be involved. Enthusiasm and commitment to the values of the school are important and governors are requested to complete a skill set in accordance with guidance from National Association of Governors. All governors have an equal voice in school matters, and attend one or two full governing body meetings, and usually a sub-committee meeting, each term. The main duties and responsibilities of school governors are set out overleaf. An elected Parent Governor is appointed for a four-year term, may serve more than one term in office and may continue in post even though their child may have left the school partway through their 4-year term of office. For this position, you will need to have a child on the school roll in November 2024.

### Standing as a parent governor

The definition of Parent is found in the Children Act 1989. In addition to the actual parents of a child, "parent" can include any person who has parental responsibility for him or her or who has care of the child. Please let the Returning Officer know if there are more than two "parents" for your child, and the relevant addresses if known, so that the correct number of voting slips can be issued.

If you are interested in being a candidate, please complete the slip attached, proposed and seconded and forward it to the Returning Officer at the school, to arrive not later than midday on Friday 29<sup>th</sup> November 2024. Please supply a short personal statement (**not more than 500 words**) about yourself for circulation to voters.

Candidates should be aware of certain disqualification clauses relating in particular to bankruptcy and criminal convictions. If you are in any doubt about your eligibility to stand for election, please contact the Returning Officer who will be able to supply you with further details.

### Voting

If the number of candidates exceeds the number of vacancies you will be sent voting slips and details about the electoral process via your child. The results of the election will be placed on the school notice board and on the school website

Any queries relating to this election should be made to the Returning Officer at the school.

Yours sincerely,  
Mr R Westley  
Returning Officer

### **Timetable of Election Procedure**

Friday 29 <sup>th</sup> November 2024	- Closing date for nominations by midday
Monday 2 <sup>nd</sup> December 2024	- Ballot papers sent out (if appropriate)
Thursday 12 <sup>th</sup> December 2024	- Closing date for receiving votes by 9.00am
Monday 16 <sup>th</sup> December 2024	- Results published on school notice board/website
February 2025	- Governor takes up post

### **DUTIES OF A GOVERNOR**

Governors are not expected to be involved in the day-to-day management and administration of the school, but rather to set strategic plans for the school and to provide the Headteacher with guidance on general principles.

Whilst it is difficult to define in precise terms what all the duties of a Governor are, the following are among them:

- To work as a member of the Governing Body for the best interests of the school.
- Attend the regular meetings and special meetings of the Governing Body as well as meetings of any Committees to which they have been appointed.
- Become familiar with general educational issues and developments.
- Take an interest in school activities.
- Promote the school within the local community.
- Be able to commit time to the duties and responsibilities of a Governor.
- Be prepared to become involved in:-
  - Staff appointments.
  - Pupil discipline.
  - The school curriculum.
  - The financial management of the school.
  - Health and Safety matters.
  - Governor Training.

Governors have an increasingly important role and attending (at least) termly meetings and committee meetings only is not enough. It is essential that the person appointed must have and maintain a keen interest in the work and welfare of the school. Inevitably visits must be made to see the Headteacher and what the school is doing; to play an active part in the public and social life of the school. Governors also have the task of being the immediate “lay” support for the professional staff in the school.

**To the Returning Officer, Deeping St James Community Primary School**

**I wish to stand for election as a Parent Governor of the above school.**

.....  
(Full name in block capitals).

Address.....  
.....

Signed.....

**The nomination is proposed by**.....

Address.....  
.....

Signed.....

**Seconded by**.....

Address.....  
.....

Signed.....

(Both of whom are parents of pupils registered at the school).

**Please write a short personal statement about yourself here.** (not more than 500 words – any nominations exceeding this length must be returned for amendment)