



Parent Governor Election

The term of office of one of our Parent Governors is coming to an end and we therefore need to run an election for this role to be completed by 10th July 2018, which is the date of our next governors meeting. The Governor who has reached the end of her term of office has indicated that she is willing to serve another 4 year term, however there may be other parents who would like to stand in an election for 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 other parents and vote in secret in the election, if a ballot is needed.

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 are we looking for?

The role of a governors is varied and the governing body as a whole is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance.

In terms of the challenges that are facing the education sector at the moment and considering the priorities of our school and the skills set of existing governors, we would be particularly interested in hearing from any parents with interest or experience in marketing and promotion and being able to input into strategic discussions of how best to promote the school. It would also be useful if the parent was comfortable around data and inputting into financial decision making. Being able to think strategically is essential, and fundamentally you would need an interest in our school and the welfare of our children, with the time and willingness to get involved.

Do Parent Governors have Special Responsibilities?

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 – and the Governing Body as a whole reports to all the parents each year.

What is expected of you as a Parent Governor?

The type of things you would be involved in includes: the analysis of a broad range of data and information; policy reviews to ensure they are fit for purpose; questioning and challenging verbal and written reports and seeking evidence different forms; building relationships with a range of different people; working as part of a team; making connections between different types of information; analysing budgets; being a critical friend.

Our governing body expects governors to

- attend meetings of the full governing body which occur at least 4 times per year
- sit on a nominated committee and attend the meetings which are usually held prior to each full governing body meeting
- be assigned a phase within school and attend phase meetings prior to each full governing body meeting
- visit the school formally for monitoring purposes at some point during the school year
- provide support to specific Governor led projects, research or initiatives as required
- commit to attend training courses as required.

In return, our governing body commits to

- provide you with a structured induction and issue you with a Governors Welcome Pack
- provide access to quality training

- provide you with an experienced governor as mentor
- provide informal feedback on your contribution to the governing body on a bi-annual basis

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. A copy of these is attached as a Self Declaration form. Parents putting themselves forward for election will be required to sign this form and return it with a 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 education 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 checks to verify they are not named on the Government's list of individuals prohibited from working with children or vulnerable adults. This requires the elected parent in providing details to allow such a check to be undertaken. The elected parent will be provided, by the clerk to the governing body, with a List 99A form to complete and take to the headteacher along with proof of identity (passport, driving licence or birth certificate). The headteacher will pass the form to Governor Support at County Hall who will arrange for the check to be undertaken and inform the school of the outcome.

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 office. Each form must be signed by the candidate and by the person nominating the candidate. Both must be parents of children registered at the school. Candidates are also asked to make a short statement about themselves – a maximum of 250 words is allowed and this will be rigidly applied. A simple form for this purpose is provided with nomination forms. You can nominate as many parents as there are seats to fill but you need a nomination form for each.

If more nominations are received than there are places to fill, there will be a secret ballot and I will send to each parent, ballot forms (1 per parent) and envelopes for their return. 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 Education Authority, and these can be inspected at the school.

Timetable for the Election

Nomination and personal statement forms are available from the Office from Monday 11th June. All nomination forms and statements must be returned to the School Office by Wednesday 20th June. If there is only one nomination the results will be announced on Wednesday 20th June. If there is more than one nomination this will result in ballot papers being issued on Friday 22nd June. All votes must be cast by 9am on Friday 6th July. The results will be announced by 5pm on Friday 6th July.

Result of the Election

The names of the person elected will be displayed at the school for at least seven days and details of all Governors can be found on the website.

Anyone having any query about the election is invited to contact the school. If you want any further information about this valuable role please contact the Chair of Governors on chairofgovernors@willowtree.n-yorks.sch.uk .

Yours sincerely

Helen Davey
Headteacher

