



SEVENOAKS PRIMARY SCHOOL

5th May 2016

Dear Parents/Carers

ELECTION OF PARENT GOVERNORS

I am writing to invite you to consider becoming a Parent Governor for this school or nominating another parent to do so. Following a Parent Governor's resignation we now have one Parent Governor vacancy on the Governing Body.

As you may know every Kent school has a Governing Body which includes a number of categories of Governors including Parent Governors. In our school, we have nine Parent Governors who serve for a four year period. In addition we have a number of Governors who have been appointed by the Local Authority or by the Governing Body who are also parents of children at the school. The full Governing Body normally meets once each term at 7.45pm. We also have two committees each meeting once a term. A Governor would normally join one of the committees and they should be able to attend each meeting of the full governing body.

Most importantly, I would want all Governors to play an enthusiastic part in supporting the school's vision and helping develop its strategy to ensure we provide the best education for our children, and as a Governing Body we have deliberately kept a high number of Parent Governors. The Governing Body agenda is a broad one, and we continually look to ensure we have all the necessary skills and talents. At the moment, we would particularly encourage anyone with skills in areas including project management, construction or legal, or interests in PSHE or science.

Before deciding whether to put yourself forward, it may be helpful to know a little more about the role of a Governor. Together with the head teacher, the Governing Body has overall responsibility for the running of the school. Governors decide school policies, allocate the school's budget and appoint senior staff. No special qualifications are needed; the most important thing is to have a keen interest in the school and to be prepared to play an active part in the Governing Body's work. Most Governors also take on other specific responsibilities such as oversight for individual policy matters; get involved as year group link Governors or particular curriculum areas. In order to support Governors in their work, Kent County Council provides full training for all Governors free of charge.

We currently have ONE vacancy, so if you would like to stand for election, or to nominate someone else, please fill in the attached form and return it to the school office.

The closing date for nominations is Thursday 19th May 2016.

Each person nominated must be proposed and seconded by parents/carer who have a child at the school. Anyone standing for election is invited to provide a short personal statement (maximum 100 words), this should include biographical information, your reasons for wanting to be a Parent Governor and the contribution you believe you can make to the Governing Body.

Following the closing date for nominations, an election will be held and details of this process will be sent out at that stage. If only one nomination is received that individual will be duly elected.

I do hope you will consider standing as a Governor or nominating another parent/carer. If you would like more information about being a School Governor, please contact me, another Governor or the School Governance Unit (01622 605160).

Yours sincerely

Alan Duffy
Head teacher

Nomination Form

ELECTION OF PARENT GOVERNOR OF SEVENOAKS PRIMARY SCHOOL

PLEASE RETURN THIS FORM TO SEVENOAKS PRIMARY SCHOOL BY 4.00pm on **Thursday 19th May 2016.**

Name of the school your child attends to which nomination is being made: **SEVENOAKS PRIMARY SCHOOL**

Please complete IN BLOCK LETTERS the name and address of the person being nominated for election. He or she must be the parent/carer of a child registered at Sevenoaks Primary School:

1. Name _____

Address _____

Signature of person nominated _____

Parent /Carer of _____ (Name of Child/ren)

2. Signature of proposer _____

Name and address of proposer _____

Parent/Carer of: _____ (Name of Child/ren)

3. Signature of seconder _____

Name and address of seconder _____

Parent/Carer of _____ (Name of Child/ren)

Please note:

- I. Further nomination forms can be obtained from the Headteacher. A parent/carer may not propose or second more nominees than there are vacancies for Parent Governors.
- II. People who are bankrupt, or have recently been sentenced to 3 months or more of imprisonment (without the option of a fine), may not serve as Governors. For full details of the disqualification rules please refer to the school.
- III. A person is disqualified from election or appointment as a Parent Governor of a school if they are an elected member of the LEA or if they work at the school for more than 500 hours.
- IV. The term "parent" includes guardians, foster parents and any person who has actual custody of a child.