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Dear Parent / Carer

RE: ELECTION OF A PARENT GOVERNOR

There is a vacancy for a Parent Governor on the School's Governing Board. If you would like to stand for election please read the enclosed information sheet – *Could you become a Parent Governor?* - and complete and return the attached nomination form to the school office by **12.00 noon on 28th November 2017**. Another parent of a child at the school must sign the form in support of your nomination.

Following Amendment of the School Governance (Constitution) (England) Regulations 2012, from 1st April 2016 all serving governors in maintained schools will be required to have an enhanced criminal records certificate (ECRC). Governing Boards must apply for an ECRC within 21 days of the election or appointment of a new governor.

Check that you are eligible for appointment as a School Governor by reading the enclosed '*Declaration of Eligibility to serve as a School Governor*'.

A person is disqualified from election or appointment as a Parent Governor if they are an elected member of the LA or if they work at the school for more than 500 hours in any consecutive 12-month period.

The Declaration of Eligibility Form requires a signature from you in Section A. By signing the form you agree that you have read the qualifications and disqualifications, and you declare that you are qualified for appointment and that none of the statutory disqualifications apply to you. Section C is for verifying proof of identity. Only the statutory disqualifications would automatically exclude you from becoming a Governor. Minor offences, not listed on the form, may not necessarily affect your eligibility to become a school Governor. If you are uncertain as to whether you are eligible, you may seek further advice from the Returning Officer, Garry Cash, on 01663 743284 or from Derbyshire Governor Support on 01629 535769.

All governors are expected to abide by the Code of Practice adopted by the Governing Board.

Please give a statement about yourself on the nomination form. If a ballot is needed this statement will be copied and sent to the other parents at the school with the ballot papers on **28th November 2017** or very soon afterwards.

In all types of schools, governing bodies have a strong focus on three core strategic functions:

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

For further detailed information on the role of the governor, please see the Governance Handbook available at: [Governance Handbook January 2017](#)

At New Mills School a Parent Governor is elected for a term of 4 years. There is an expectation that on election you will be willing to:

- undertake appropriate induction training
- prepare for and attend all meetings regularly
- be an active member of one of the two main committees
- to link with a key issue or school faculty
- be willing to undertake further training to develop your skills.

Currently there are 6 Full Governing Board (FGB) meetings per academic year, one per half term and each of the two main committees have 6 meetings per academic year, one per half term. These normally take place in the evening however, visits to school within school hours are also necessary to liaise with staff members, to gain understanding of pupils' experience and to attend faculty and other review meetings.

The Governing Board works together as a group. If you are thinking of standing as a Governor, remember that you will need to attend a minimum of three meetings a year, plus committee meetings during the term.

If you'd like to talk about the work of the Governing Board before nominating yourself, please contact Maggie Cole, Chair of Governors, to arrange a call or meeting: chair@newmillsschool.co.uk or by leaving a message with reception on 01663 743284.

In recognition of the changes in Education being driven by Government legislation, to help improve its effectiveness and address current challenges, this Governing Board would particularly, but not exclusively, welcome nominations from parents with:

- **understanding of current educational policy and particularly a background in secondary phase education**
- **previous organisational financial responsibility/governance**
- **experience of media development/use by organisations**
- **understanding and experience of SEN&D support in educational settings**
- **knowledge of, or are a part of the local business community or regional economy**
- **an interest in developing your role within the Board of Governors**

In the personal statement, you may wish to briefly set out:

- evidence of the extent to which you possess the skills and experience the Governing Board desires or at least the capacity and willingness to develop them
- your commitment to undertake training to acquire or develop the skills to be an effective governor
- if seeking re-election, or having served as school governor previously, details of your contribution to the work of that Governing Board during your previous term of office.

If you would like to submit a nomination to be a Parent Governor, you need to:

- a. check that you are eligible by reading the enclosed 'Declaration of Eligibility' Form and sign and return the declaration;
- b. complete the nomination form enclosed;
- c. include a statement about yourself on the nomination form and why you would like to become a Governor with reference to the notes above
- d. have your nomination seconded by a parent who is eligible to vote in the election;
- e. return your nomination form to the school reception by **12.00 noon on 28th November 2017.**

You are responsible for ensuring that your nomination form is received by the deadline. It may be delivered by hand, sent to school with your child, or sent by first class post, and

should be sealed in an envelope marked 'Nomination for Parent Governor'. A sealed box will be available in the school reception area for hand deliveries.

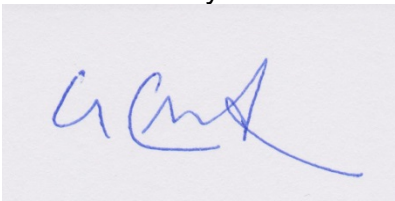
If the number of nominations is the same as or smaller than the number of positions to be filled, then the people nominated will be deemed elected unopposed. If there are fewer nominations than vacancies, the Governing Board must **appoint** parent governors to fill the number of vacancies.

Only parents / carers of children registered at the school are entitled to stand or vote in the election. **Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy.** A sealed ballot box will be available in the school reception area. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

The Governing Board sets the term of office for all Governors and the start date of the appointment will be from the date of election/appointment. If you are elected you may serve out your term of office even if your child leaves the school before your term of office finishes. You can, however, resign from the Governing Board at any time.

If you have any questions about whether or not you are eligible to stand or vote in the election or about anything else contained within this letter, please do not hesitate to contact me: gcash@newmillsschool.co.uk.

Yours sincerely



Garry Cash,
Returning Officer

Enclosures

- Information Sheet – Could you become a Parent Governor
- Information Sheet – Eligibility to serve as a School Governor
- Declaration of Eligibility Form
- Nomination and Statement Form