

At Fairstead Community Primary and Nursery School, we nurture and invest in our relationships. We identify each individual's potential and work as a team to create a safe environment for everyone to grow and succeed.

25/09/24

Dear Parent or Guardian

Forthcoming Election of Parent Governor(s) at Fairstead Community Primary and Nursery School.

I am writing to inform you that 2 vacancies exist on our governing board for a parent governor and we are seeking nominations of parents interested in taking up this role.

The governing board with the headteacher has overall responsibility for the running of the school.

The three core functions for all boards are;

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

You do not need any specific qualifications to be a governor. The most important thing is that you are interested in the success of the school and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board has a range of skills and we would welcome nominations from parents with knowledge and experience of our local area and its people as well as anything else you think could help.

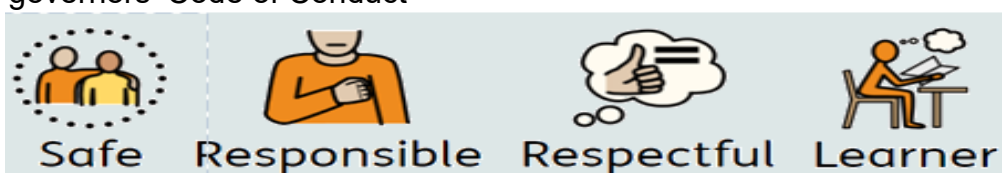
Training and support will be available to help you develop into the role. This will include training with staff at school and access to external governor training.

Parent governors are elected by the parents or guardians of children attending the school. All parents or guardians of children attending the school are entitled to propose or second candidates and vote. You must get the permission of the candidate before nominating someone. Nomination papers for this purpose can be obtained at the school from the office, they will also be sent out via Microsoft Forms and through our Facebook community group.

The completed nomination papers must be returned to the school by: Monday 7th October 2024 @ 9am.

You should be aware that successful candidates will be required to:

- Undergo a disclosure and Barring Service (DBS) check and Section 128 check
- Sign a governors' Code of Conduct



- Sign a form to agree that there are no financial or business related conflicts of interest with the school.
- Agree to your name being used on the school website and on the [Get information about schools service](#) to identify you as a governor

If the number of nominations received are equal to, or less than, the number of vacancies there will be no need to hold a ballot.

If a ballot is necessary, you will be contacted again with details of how to vote and information about the candidates standing for election.

More information is given in the notes overleaf and you are advised to read them carefully before taking part in the election.

Thank you for your interest, and involvement in this important process. If you would like to know more about the role of a governor or regarding this election, please contact Mr Farthing or Mrs Wise at the school.

Yours sincerely,

Daniel Farthing

Headteacher

Return your completed nomination form with:

- A signed copy of the disqualification declaration form to indicate eligibility to stand for election
- A signed copy of the governor details form
- A completed statement in support of your application *(in the event of a ballot, this statement will be shared with parents and carers eligible to vote)*

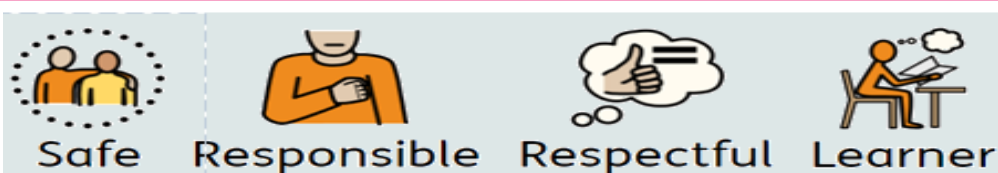
All completed and signed forms must be returned to the Headteacher by 9.00am on Monday 7th October.

If you would like a paper copy of the form please ask at the school office.

If nominating using our paper based form please return in a sealed envelope marked confidential – Parent governor nomination

If using an electronic nomination form please complete by following the confidential link sent out through Microsoft Forms -

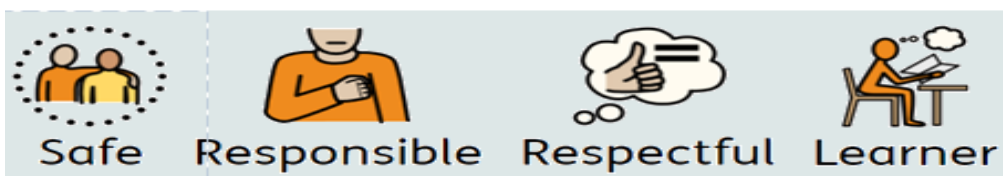
<https://forms.office.com/Pages/ResponsePage.aspx?id=jM9ea7pDFkiJhP-XDGzYiDZdqsmIpZFNIE5D16EEpLIUQVJWQjZXRU9YQURMNIpBMU44OFZNMk41SS4u>



Nomination Paper for Election of Parent Governors

Please provide a statement in support of your nomination

Name of School:	Fairstead Community Primary and Nursery School
Candidate name:	
Candidate address:	
Candidate statement:	<p>For example; What skills you have to offer? What interests you in the role? How plan to contribute to the work of the governing board? If seeking re-election how you have contributed to the work of the board?</p>
Candidate Signature:	<p>I confirm that I am a parent or carer of a child registered at Fairstead Community Primary and Nursery School I am not,</p> <ul style="list-style-type: none"> • An elected member of the local authority • Paid to work in the school for more than 500 hours in any consecutive 12month period at the time of election
	<p>Signature: _____ Date: _____</p>



Notes for parents taking part in parent governor elections

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the governing board detailing the number of parent governors is set out in the Instrument of Government of the school.

A parent governor will have a term of office of four years unless the Instrument of Government states otherwise.

Under the 2012 School Governance Regulations, a person is disqualified from election or appointment as a **parent governor** of a school if they are:

- an elected member of the LA (a County Councillor) 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).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.

Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the school.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the Headteacher, *in a sealed envelope, addressed to the Headteacher of the school, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.*

Or,

Via Microsoft Forms. The ballot papers will be printed and anonymised and remain in a secure place until the count commences.

All candidates or their representatives will be invited to attend the counting of the ballot papers and notified of the date, time and location.

A notice of the result of the election will be posted on the school notice board for a period of 14 days from the "date of the election". During this period any candidate, or any ten parents may object to the result of the election.

