



St. Andrew's CEVA Primary School
 Ecton Brook Road
 Ecton Brook
 Northampton
 NN3 5EN
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Mrs V Griffiths
 Head Teacher

12th September 2022

ELECTION OF A PARENT GOVERNORS

Dear Parents,

There are two Parent Governor vacancies on the Governing Body currently, as previous role holders have moved into other positions on the board. Parents and guardians of children, who have the actual custody of a pupil or pupils of St. Andrew's CEVA Primary School, are entitled to stand for election as Parent Governor or to nominate another parent/guardian.

There is a short description overleaf of the role of a Parent Governor. If you wish to stand for election, please fill in the nomination form and return it to the school office by:

Friday 23rd September 2022.

Any parent may also nominate another parent, provided that the agreement of the nominated person is indicated by their signature on the slip attached.

There are two vacancies, so if there is more than two candidates nominated, there will be a ballot (see below). If there is only one or two candidates, they will be automatically elected.

A parent standing for the election may wish to send out an election statement with ballot papers. This should be no longer than one side of A4 paper and should be returned to the school for copying with the nomination slip.

If you have any queries please do not hesitate to make an appointment to see us.

Yours sincerely,

Val Griffiths
 Head Teacher

Timetable for Election of Parent Governors

(Please note that the timetable is worked out on working days)

Day 1 Date: 12 th September	Day 10 Date: 23 rd September	Day 13 Date: 26 th September	Day 20 Date: 3 rd October	Day 21 Date: 4 th October	Day 24 Date: 7 th October
Letter to be sent out detailing the election as soon as possible after a vacancy occurs.	Closing date for return of nominations. If only one/two nomination is received and there is only one place, Declaration Forms to be filled in and verified.	Ballot papers (indicating return date) and election statements to be taken home by pupils to every parent.	Closing date for return of ballot papers.	Counting of ballot papers (NB: in the event of a tie, the result will be decided by the drawing of straws). Once the ballot has been completed,	Name/s, address/es/emails of governors to be sent to Clerk to Governors Letters to be sent out notifying people of the results of the ballot or, where appropriate, the names of those unopposed subject to a DBS check

The Role of Parent Governors at St. Andrew's CEVA Primary School

Parents/Carers of pupils on the school roll elect parent governors. The elected parent must be a parent/carer of a child/ren on the school roll at the time of their election. Parent Governors do not have to stand down if their child leaves the school during the period they serve. They may serve out their term of office which is four years.

Parent Governors may stand for re-election at the end of their term of office if they still have a child on the school roll.

If no parent stands for election, Parent Governors may be appointed by the Governing Body. The governing body must try to find a parent of a pupil at the school.

Parent Governors have equal rights and status with all other governors. They should take part in all aspects of the work of the Governing Body provided they do not have a personal or pecuniary interest. The Governance Handbook has much information to support and guide governors. www.nga.org.uk/

Although they are elected by parents, Parent Governors are **not** obliged to express any views apart from their own. However, it is important they try to represent the views of parents on major issues to the Governing Body, where appropriate.

Other parents often approach Parent Governors with complaints about the school. These should be referred directly to the Headteacher without the parent governor becoming involved. If the complaint is about the Headteacher, the matter should be referred to the Chair of Governors using the school's complaints procedure.

The Governing Body should ensure that its induction of new governors includes advice and guidance on the role of parent governors.

The Governing Body should agree what decisions arising from governors' meetings can be shared with parents (not who said what) unless the matter is confidential. If the matter is confidential it should not be shared with anyone else. If the matter is sensitive, the Governing Body should discuss and agree how the information will be communicated. The Governing Body as a whole has a responsibility for communication with parents.

Like all governors, the elected Parent Governor brings his/her own perspective and experience to the Governing Body, and in company with all other governors must aim to offer the school the following:

- **an understanding and promotion of the School's values and strategic development and identity from a church school perspective.**
- **time to prepare for and attend governors meetings and other school events.**
- **a concern for the whole school and its role in the parish and local community.**
- **willingness to learn about developments in education from the Headteacher and staff and by attendance at Diocesan and other training for governors.**
- **an understanding of the governing body's relationship with the Headteacher.**
- **willingness to be a good team member, working harmoniously with fellow governors and school staff.**
- **an ability to maintain confidentiality in many areas of governors' work.**

Full Governing Body meetings are held at least once every term and committee meetings, which are comprise of a smaller group of governors, are held usually every half term.

The committees which the school currently has are:

Admissions Committee

Finance and Personnel Committee

Safeguarding Committee

Learning Provision Committee

Performance Management Committee

All Governors are expected to be a member of at least one committee.

Finally, all new governors are not expected to know what to do or how to go about being a governor from day one. Each new governor is given a mentor who they can 'shadow', until they have received induction training and are confident to commit to the work of the Governing Body as an independent member.

PARENT GOVERNOR ELECTION NOMINATION FORM

TO BE RETURNED TO THE SCHOOL BY FRIDAY 23RD SEPTEMBER 2021

I wish to stand for election as Parent Governor.

Full Name:

Address:

.....

OR

I wish to nominate the following person for election as Parent Governor

Full Name:

Address:

.....

Signature of person willing to stand as Parent Governor:

.....

I understand that I may return a brief statement (no more than one side of A4 paper) for copying and circulation with the ballot paper and this nomination form.