

To the Parents of Pupils
at Meadow Lane Infant School

10 November 2015

Dear Parents

Nominations for parent governors

The governing body of your school has one vacancy for a parent governor and is looking for parents who have children at the school. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the Head Teacher for further advice.

We are looking for parents who have the skills required to contribute to effective governance and the success of the school. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills.

Governing bodies are responsible for a wide range of matters which come under three main headings:

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.

Governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn.

As an effective governing body, we seek to secure or develop within our membership as a whole, expertise and experience in

- analysing performance data,
- budgeting and driving financial efficiency,
- performance management and employment issues, including grievances.

We seek to recruit and/or develop governors with the skills to work constructively in committees, chair meetings and to lead the governing body.

Our parent governors serve a four year term of office (even if your child leaves the school during this time). We meet three times per year as a whole governing body and have four committees (Pupils & Personnel, Strategic Development and Finance & General Purposes) who usually meet 3 times per term, and the Pay Committee that usually meets once a year. There is an expectation within our code of conduct (copy attached) that each governor will become a member of a committee and will take on additional responsibilities as a link governor.

We offer a full induction package, a mentoring system and availability of in-house, central and on-line training packages. If you would like to discuss the role further before applying please contact the the Head Teacher or Chair of Governors.

Parents/carers from Black and Minority Ethnic backgrounds, from the Lesbian, Gay, Bisexual and Transgender community, and with disabilities, are usually under-represented on governing bodies and in the County. The school would like to encourage nominations from under-represented groups in our community.

All new and re-appointed school governors are required to complete a declaration of eligibility form.

If you wish to complete a nomination form to become a parent governor, you need to:

- a. Check that you are eligible by reading the enclosed qualifications and disqualifications criteria.
- b. Complete the nomination form (once you are satisfied that you are eligible to become a governor).
- c. Include a statement, **up to 80 words**, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- d. **Each nomination must be received at the school by 10.00 am on Tuesday 17 November 2015. It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the school. Electronic nominations must be returned to the Head Teacher by email to office@meadowlane.notts.sch.uk**

A sealed ballot box will be available in the school entrance for hand deliveries. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child.

Your nomination should be acknowledged by the headteacher/returning officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

In accordance with the School Governance (Constitution) (England) Regulations 2012, an elected member of the Local Authority (LA) or school staff who are paid to work at the school for more than 500 hours in any consecutive twelve month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and can be governors at another school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the headteacher should an election be necessary.

If you have any further queries about the role of parent governor, please contact the headteacher of the school, other members of the school governing body or Nottinghamshire County Council Governor Services on telephone number 01623 433356.

Yours sincerely

Joanne Revill
Executive Head Teacher