



**ST. LEONARD'S PRIMARY SCHOOL AND LEO'S NURSERY**  
St. Leonard's Avenue  
Stafford  
ST17 4LT

Headteacher: Mrs Helen Spearing

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Dear Parents/Carers

7<sup>th</sup> May 2019

## Parent Governor Election - Nominations

I am writing to let you know that we currently have a vacancy for a parent governor to serve on the Governing Board. Becoming a governor is very rewarding and worthwhile experience. Effective governors do not need educational expertise but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

They also need to be able to work as an enthusiastic member of the governing board team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the school.

The prime focus of the governing board is to **develop the strategic direction of the school, be accountable to stakeholders and to ensure that financial resources are spent appropriately.**

As a Governor, you will be required to attend three full governing board meetings per annum (one per term) and in addition, other subcommittees and meetings as required, noting that these meetings are held during the school day, immediately after school and evenings.

Governors also have a number of opportunities to access training or development to develop and enhance their knowledge and skills.

It is important to note that governors are elected or appointed to bring the experience of that individual as a member of the governing board. Once elected, parent governors are a representative parent but not a delegate. This means they are not expected to report back to parents on any matters relating to the school or governing board without prior consent from the governing board.

The governing board welcomes nominations from individuals with the following skills or experience:

**Human Resource Management / Premises & Buildings Management / Health and Safety / Marketing and PR / Sports.**

I am therefore inviting you to consider standing in the election to become a parent governor. Before completing the attached nomination form, please remember that:

- (a) a person nominated must be a parent/carer of a pupil registered at the school;
- (b) a person nominated must sign the form to show that he/she is willing to be a governor;
- (c) a parent/carer cannot stand for election if they work at the school for more than 500 hours in a twelve-month period or if they are an elected member of the local authority;
- (d) every eligible parent is entitled to vote in a ballot process;
- (e) the term of office for a parent governor shall be 2 Years;
- (f) all nominations must be returned to the school by **4.00pm on Monday 3<sup>rd</sup> June 2019.**

Following receipt of all nominations by the stated closing date and time, if there are the same numbers of nominations as positions available, those parents will be duly elected. If, however there are more nominations than positions available, a secret ballot will be held. Therefore, all nominees are asked to provide a personal statement about themselves to assist with the voting process.

If you are considering standing in the election and would like some further information (on the work involved in being a Governor, for example) please do not hesitate to contact me or any member of the Governing Board.

Yours sincerely

**Mrs L Paxton**  
Chair of Governors



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## NOMINATION FORM FOR ELECTION OF PARENT GOVERNOR

Name of person nominated: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone and Email Address: \_\_\_\_\_

I am the parent/carer of a child at the School and I am willing to serve as a Governor if elected. I understand the commitment involved and will endeavour to attend training to assist me in the role.

I have read the Declaration of Eligibility and can confirm that to the best of my knowledge am not disqualified from election as a governor.

Signature of nominee: \_\_\_\_\_ Date: \_\_\_\_\_

My Skills and Experience: *(up to 100 words)*

My contribution to the future work of the Governing Board may include: *(up to 100 words)*

**PLEASE RETURN THIS COMPLETED FORM TO THE SCHOOL OFFICE BEFORE 4.00PM ON MONDAY 3<sup>RD</sup> JUNE 2019**