



Dear Parents

### **Nominations for parent governors**

The local governing body of Burton Joyce and Cropwell Bishop Primary Schools has 1 vacancy for a parent governor and is looking for parents who have children at Burton Joyce Primary 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 of school for further advice.

The local governing body of Burton Joyce and Cropwell Bishop Primary Schools reports to, and is delegated functions from Equals Trust board of directors.

We are looking for parents who have the skills required to contribute to effective governance and the success of the schools. 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.

The role of parent governor involves organising, attending and reporting (to the governing body) on the strategic issues raised at a termly parent forum at the school. This would be completed in conjunction with the head of school.

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 as a team and contribute to the wider success of the multi academy trust.

Our parent governors serve a four year term of office (even if your child leaves the school during this time), though governors may resign at any time. We meet a minimum of 6 times per year as a local governing body. There is an expectation that each governor will take on additional responsibilities as a link governor, which would include visits to school during the school day.

We offer a full induction package, support and mentoring. We also offer the opportunity for prospective governors to meet with our Trust Administration and Governance Manager to discuss the role before completing a nomination form.

***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. 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 identity and 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 **Wednesday, 26 September, 2018**. 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 **office@burtonjoyce.notts.sch.uk**. A sealed ballot box will be available in the school for hand deliveries; details of its location will be found on a notice in the entrance to the school. 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 head of school within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

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 head of school should an election be necessary.

If you have any further queries about the role of parent governor, please contact the head of school, other members of the school governing body or Catherine Cox, Trust Administration and Governance Manager.

Yours sincerely

**Mrs J Cook**

Headteacher/returning officer