



Hartlip Endowed Church of England Primary School  
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Head Teacher: Mrs. Tracey Jerome BEd (Hons)

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20 March 2015

Dear Parent/Carer

### **Election of Parent Governors**

I am writing to invite you to consider standing for election as a **parent governor** for this school or to nominate another parent to do so.

Every Kent school has a governing body, which includes a number of categories of governors including those which are parent governors. All schools have parent governors who are elected to serve for a period between one and four years, though they may resign at any time.

The Governing Body of this school includes members appointed by the Church of England as Foundation Governors, as well as representatives of the County Council, as non-Foundation Governors. In addition, provision has been made for the appointment of Parent, Staff and Teacher Governors in Church of England schools.

Together with the Headteacher, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. In order to support governors in their work, the County Council provides full training for all governors at no charge to the individual.

In our school, we have parent governors who serve for a term of office of 4 years. The full governing body normally meets once a term usually at 7.30pm.

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to me before the end of term, i.e., by 3.15pm on 1 April 2015. If necessary the election process will commence on our return on 20 April 2015. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 100 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the school.

I do hope you will consider standing as a governor or else nominating another parent/carer. If you would like more information about being a school governor, please contact another governor, KCC Governor Services on 03000 414510, or myself for more information.

Yours sincerely

Mrs T Jerome

Headteacher



# Nomination Form

## ELECTION OF PARENT GOVERNOR

PLEASE RETURN THIS FORM TO THE SCHOOL NAMED BELOW BY WEDNESDAY 1 APRIL 2015

Name of the school Hartlip Endowed Church of England Primary

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election (he or she must be the parent/carer of a child registered at the school named in 1);

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature of person nominated \_\_\_\_\_

Parent /Carer of \_\_\_\_\_ (Name of Child/ren)

Signature of proposer \_\_\_\_\_

Name and address in BLOCK letters of proposer \_\_\_\_\_

Parent/Carer of: \_\_\_\_\_ (Name of Child/ren)

Signature of seconder \_\_\_\_\_

Name and address in BLOCK letters of seconder \_\_\_\_\_

Parent/Carer of \_\_\_\_\_ (Name of Child/ren)

Please note:

- (I) Further nomination forms can be obtained from the Headteacher. A parent/carer may not propose or second more nominees than there are vacancies for parent governors.
- (II) People who are bankrupt, or have recently been sentenced to 3 months or more of imprisonment (without the option of a fine), may not serve as governors. For full details of the disqualification rules please refer to the school. Because appointment as a school governor will give access to children there is currently a requirement for governors to complete a declaration form.
- (I) A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA 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).
- (II) The term “parent” includes guardians, foster parents and any person who has actual custody of a child.