



St Augustine of Canterbury Catholic Primary School

Headteacher:
Mrs L Prestidge
Tel: 01634 371892
Email: office@staugustine.medway.sch.uk

Deanwood Drive
Rainham
Kent

11th October 2021

Dear Parents/Carers

Election of Parent Governors

I am writing to invite you to consider standing for election as a parent governor for our school; we currently have 2 parent governor vacancies.

Every Local Authority maintained school has a governing body, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period of 4 years, though they may resign at any time.

Together with the headteacher, the governing body has overall responsibility for the running of the school; amongst many duties governors are involved in deciding school policies, allocating the school's budget and appointing senior staff.

The governing body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent. (Governance Handbook)

No special qualifications are needed, the most important thing is to have a keen interest in the school and be prepared to give time to play an active part in the governing body's work. In order to support governors in their work full training is provided at no cost to the individual.

In our school we have 2 parent governors who serve for a term of office of 4 years. The full governing body normally meets once per a term, usually at 4.15pm. In addition, there may be committee meetings held each term, specific arrangements will depend on the model of governance adopted by the governing body. Governors are required to have a DBS check completed upon appointment.

At this moment in time, we are ideally looking for any parent with one or more of the following skills, or a parent who would be prepared to be developed in these areas: strategic planning, data analysis, experience of staff recruitment, community links, negotiation or mediation, communicating skills, problem solving.

If you would like to stand for election, please complete the attached form and return it to me within 10 school days, i.e., **by Tuesday 2nd November**.

If you require a hard copy please contact the school office.



You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a parent governor, your skills and the contribution you believe you could make to the governing body.

If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be elected as parent governors, subject to a satisfactory DBS check; if there are more nominations than vacancies, a ballot (vote) will be held, and copies of the personal statements will be sent to all parents; 10 school days will be allowed for the return of ballot papers.

Each eligible parent will have one vote for each vacancy, irrespective of the number of children they have at the school. The ballot paper will be distributed to each eligible parent. Each ballot paper will be produced on coloured paper. Ballot papers would be returned in an inner, unmarked envelope, which should in turn, be placed in an outer envelope; the outer envelope should be clearly marked with:

- 'Parent Governor Election'
- the name and address of the voter
- the name(s) of the voter's child(ren)
- the voter's signature across the seal

I do hope you will consider standing as a governor or perhaps nominating another parent/carer (please ensure they are aware of your intentions; you should also obtain their signature on the nomination form).

If you would like more information about being a school governor, please contact a member of our governing body or myself for more information via the school office.

Yours sincerely

Mrs L Prestidge
Headteacher and Designated Safeguarding Lead

