

# BISHOP RAMSEY CHURCH OF ENGLAND SCHOOL GOVERNORS

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26th September, 2013

Dear Parent/Carer

## **PARENT GOVERNOR VACANCIES (X2)**

I am writing to let you know that the governing body currently has vacancies for 2 Parent Governors. These posts are elected from, and by, the parents of students currently at the school and therefore an election is required to fill these vacancies. You are entitled to stand as a candidate and/or vote at the election providing you have a child registered as a student at the school at the time of election.

Parent governors are very valuable members of the governing body. They help the Governing Body to keep in touch with what parents are thinking and to help to decide what is best for all the students. You do not need to be an expert in education to be an effective governor. You do have to want to help our school to be the best it can be. Support and training are available to help you to get to grips with the role.

Besides parents, the governing body includes the Headteacher and other members of staff, foundation governors representing the London Diocesan Board for Schools, the Hillingdon Deanery and the Parochial Church Council as well as representatives of the local community. All of these people play an important part in building good relationships between the school, parents and the wider community. Together they decide the key priorities for the school, help plan to achieve them, and then check whether the actions taken have had the desired impact.

**The attached nomination form (3 pages) and a supporting statement should be returned to the School Office for the attention of The Clerk to the Governors by 3.00pm, Thursday 10th October, 2013.**

All nominations need to be proposed and seconded by parents of students registered at the school at the time of the election. If an election is needed, it is useful for candidates to provide a supporting statement, which can include reasons for standing and background information. This will be copied and sent to parents with the ballot papers. Please send this statement, which can be handwritten or typed, along with the nomination form.

The election dates will be confirmed if more than one candidate stands, although provisionally this will be in the week commencing Monday 14th October. Only parents of children registered at the school are entitled to stand or vote in the election. Each parent will be sent one ballot paper regardless of how many children they have at the school. The ballot will be secret using the 'first past the post voting system' and you will be notified of the result as soon as possible afterwards. You have the right to a postal vote.

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**Restrictions on eligibility to stand for election (PLEASE READ CAREFULLY)**

As the school is an academy a rule applies to the governing body membership which places restrictions on the number of governors who are 'Local Authority Associated Persons' (LAAP). This is defined as anyone who either works for any Local Authority or an institution that is under the control of any Local Authority, i.e. community schools. Therefore any nominees will need to declare whether they come within this category to ensure any resulting appointments keep the governing body within its quota of LAAPs. If you are unsure whether this applies to you please don't hesitate to contact me for clarification. Additionally, please note that if you are an elected member of the Local Authority or work at this school for 500 hours or more per school year, you may not stand for election as a parent governor but you are entitled to vote.

To safeguard the school there are also some legal restrictions on who can be a governor. For instance, those who are undischarged bankrupts or who have been convicted of certain criminal offences cannot be governors; neither can anyone who is already a governor at two other schools. All new governors are subject to a statutory 'List 99' security check through the local authority prior to appointment and will also be required to have an enhanced CRB check.

Procedures used in the election will follow the advice given in a document produced by the London Diocesan Board for Schools, a copy of which can be obtained by contacting me.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me at the school, my contact details are at the top of this letter.

Yours sincerely



**Maria Faley - Returning Officer  
Clerk to the Governors of Bishop Ramsey C of E School**