



St. Anne's C.E. (VC) Primary School

"Together with God, Making Learning a Life Long Friend"

3rd March, 2020

FOR THE ATTENTION OF THE PERSON WITH PARENTAL RESPONSIBILITY

Child's Name:

Year:

Due to a re-organisation of the governing body last term a vacancy for a Parent Governor has arisen. Before Christmas the Governing Body of St Anne's asked for nominations for a Parent Governor, but unfortunately nobody came forward. However, we really need a parent governor to sit on the governing body of the school to represent our parental community.

Our governing body currently consists of:

- Headteacher- 1 Mr. E. Hobson
- Local Authority- 1 Mrs. E. Clewlow
- Staff- 1 Miss A. Rosson
- Parents- 3 Mrs. R. Orbell (Chair), Mr. S. Martin and a vacancy
- Foundation -3 Mrs. A. Wolvers (Ex-Officio), Mrs. M. Chell and Mr. F. Snape
- Coopted-2 Mrs. L. Lovatt (Vice-Chair) and Miss A. Turner

Therefore, I am writing to inform you of the election arrangements should you wish to stand for the parent governor post. Parent governors are appointed for a four-year period irrespective of whether their children remain in school during that period.

PROCEDURES FOR NOMINATION AND VOTING:

Parents who wish to stand as a candidate for election should complete the nomination form on the reverse of this letter. The nomination form then needs to be signed by the candidate and two other parents. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes "parent" includes a step-parent, guardian or other persons having care of the child or having parental responsibility. **Please note that parent governors may be grandparents or may have had children previously at St Anne's C.E. Primary School.**

St Anne's C.E (V.C.) Primary School, Brown Edge, Stoke on Trent, Staffordshire ST6 8TA

Telephone Number: 01782 503102

headteacher@st-annes-browndge.staffs.sch.uk



The role of school governor has changed significantly over the past year or two and the demands placed on governors have dramatically increased. Therefore, any nominated candidate must be prepared to attend meetings at school, usually 2 meetings a term. These are usually held early evening on Mondays. Governors are also required to attend training sessions. In addition, governors are also involved in the day to day work of the school and may on occasions work in school with staff and children. If anyone who is considering standing would like more information about the role, then please do not hesitate in speaking to any member of the governing body about what they do or make an appointment to have an informal chat with Mr. Hobson.

Following a governor skills audit we are particularly looking for governors with a skill set that might include a background in one or more of the following: IT, Human Resources, law or Health. **Please note that these skills are not essential and are only desirable.** All candidates who are nominated will go into the ballot.

A completed nomination form must be returned to the school no later than Tuesday, 31st March at 4.00 p.m. It would be helpful if candidates would submit a brief statement about themselves. This will be distributed to all parents to help them to make their decision when voting.

As soon as possible following the closing date for nominations all parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations, the ballot will be conducted in secret.

All candidates will be invited to attend the count although it will not be invalidated due to inability to attend.

The results of the ballot will be posted on the school notice board immediately following the count.

Yours sincerely,



Mr. E. J. Hobson
Headteacher

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Appointment of Parent Governor at St Anne's C.E. Primary School - Nomination Form

Name: _____

Address: _____

Telephone No. _____

Name of Child(ren) And Class _____

Candidate Information:

Please state, **as briefly as possible**, the contribution you feel you could make to the governing body.

Signed: _____

Name of parent proposing the nomination: _____(Print)

_____(Sign)

Name of parent seconding the nomination: _____(Print)

_____(Sign)

Please return this form to the school office no later than Monday 31st March 2020 at 4.00 p.m

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