

To the parents of pupils  
At the Elizabethan Academy

Dear Parents

### **Nominations for parent governors**

Our governing body has 3 vacancies for parent governors and is looking for parents who have children at the academy to volunteer to fill these posts.

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 Principal for further advice.

Being a school governor is interesting, worthwhile and rewarding. Governors are mainly concerned with the overall direction of the school and policies rather than the detail of managing the school. The day to day running of the academy is controlled by the Principal, while the governors fulfil a strategic role and are responsible for a wide range of matters which come under three main headings:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Principal 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.

No specific qualifications are needed for this role, but we are looking for people who have a keen interest in the school and a desire to contribute to its effective governance and the success. Also, we would especially like to recruit parents who have skills and experience in the areas of finance, especially fund raising and bid preparation, legal issues, human resources, IT and procurement.

To be effective, governors need to spend time attending meetings and, if possible, visiting the academy during the school day for various activities. Consequently, you will need a strong commitment to the role and to improving outcomes for children as well as the inquisitiveness to question and analyse, and a willingness to learn.

Our parent governors serve a four-year term of office (even if your child leaves the school during this time). We meet 3 times per year as a full governing body and have 2 main committees who usually meet once per term. There is an expectation within our code of conduct that each governor will become a member of a committee and will take on additional responsibilities as a link governor. All governors are expected to abide by the Code of Conduct adopted by the governing body.

As I have already mentioned, this is a role which demands a degree of commitment of time and effort, but we do offer a full induction package, a mentoring system and availability of in-house,

central and on-line training packages. We also offer the opportunity for prospective governors to meet the chair, the vice chair and other governors to discuss the role before completing a nomination form. Any parent wishing to take up this offer should contact the Chair of Governors via the academy general office.

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 in the County and we 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 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 qualifications and disqualifications criteria set out on the attached Declaration of Eligibility form. Sign the declaration of eligibility form and return this with your completed nomination form.
- b. Complete the nomination form (once you are satisfied that you are eligible to become a governor).
- c. If possible, 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 do it will give you an advantage 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 Friday 31<sup>st</sup> January. 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. Facilities will be available at the academy reception desk for hand deliveries.

In accordance with the School Governance (Constitution) (England) Regulations 2012, 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.

If you feel that this criterion excludes you from standing as a parent governor, we would still be interested in hearing from you as we also have some community and associate governor vacancies to fill.

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 made available 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 academy should an election be necessary.

If you have any further queries about the role of parent governor, please contact the Principal, Mrs Horrocks, or other members of the school governing body via the Academy office email address on our website

Yours sincerely

Derek Cheetham

Chair of Governors