

NR/CH

3 November 2020

Dear parent or carer

## Parent Governor Vacancies

Two parent governors' periods of office will soon come to an end and we are seeking nominations from our parents or carers to fill these positions.

The governing body is responsible for both the conduct of the school and for promoting high standards. It carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving this. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school and by ensuring accountability and compliance.

The governing body of our school is made up of parent governors, staff governors, co-opted governors and a local authority governor.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body. Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

A parent is defined as someone who has parental responsibility for a child, or who has care of him/her. Parent governors must have children at JCSC and must be elected by the parents or carers of children within the school. The period of office is 4 years. A parent governor is not obliged to resign from office if his/her child leaves the school and may remain on the governing body until his/her period of office expires.

I have enclosed a nomination form and would point out that you can propose yourself and a spouse or partner can be your seconder. This must be returned, marked for my attention, by **FRIDAY 13 NOVEMBER**.

If we receive more than two nominations, we will arrange for a ballot to take place. Prospective candidates will be given the opportunity of providing a brief election address which will be circulated along with the ballot papers. If there is a tie, we will arrange for a recount and then we will select the candidate who has the youngest child at our school.

It is a legal requirement that governors are checked to ensure they are not disqualified from working with children by Section 35 of the Criminal Justice and Court Services Act 2000, or because they contravene one of the disqualification conditions imposed in the school governance regulations. For the successful candidates, this will entail providing proof of identity and the completion of a declaration form to enable the necessary checks to be carried out.

If you are interested in applying and would like further information about the valuable work our governing body is involved in, please do not hesitate to contact me.

Yours faithfully



CAROLE HUTCHINSON  
Clerk to the governing body  
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## NOMINATION FORM

### PARENT GOVERNOR

**CANDIDATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PROPOSED BY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CANDIDATE'S SIGNATURE:** *under the current restrictions, we accept nominations via emails for validation in place of a signature*

\_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTE:** The candidate, proposer and seconder must be parents or carers of children on the school roll.

*Please return to Carole Hutchinson by Friday 13 November 2020*