

Head Teacher:  
Mrs A Mepsted BA (Hons)  
C of E PQH



Warwick Crescent  
Borstal  
Rochester  
ME1 3LF  
01634 335959

Email address – [office@pilgrim.medway.sch.uk](mailto:office@pilgrim.medway.sch.uk)  
School website – [www.thepilgrimschool.co.uk](http://www.thepilgrimschool.co.uk)

13<sup>th</sup> November 2017

Dear Parent(s)

### ELECTION OF PARENT GOVERNORS

We have two vacancies for parent governors and I am writing to invite you to consider becoming a parent governor for this school or nominating another parent to do so.

Our school has a local governing body which includes parents, staff and people appointed by The Pilgrim Multi Academy Trust. There are two parent governors, who are elected to serve a 4 year period (even if their children leave the school during that period). Governors can resign at any time. Our local governing body meets seven times a year.

As the school is part of The Pilgrim Multi Academy Trust, the Board of Trustees/Directors has overall responsibility and the local governing body makes recommendations and reports to the Board. The role of the local governing body is a strategic one; its key functions are to set the aims and objectives for the school, to set the policies and targets for achieving those aims, to monitor and evaluate the progress the school is making, to set and monitor the school budget and to be a source of challenge and support to the Headteacher (critical friend).

No special qualifications are needed to be a governor and training is provided by Governor's Gateway, free of charge. Much more important is having a keen interest in the school and being prepared to play an active part in the governing body's work.

If you are interested in becoming a parent governor, or if you would like to nominate another parent, please complete the attached form and return it to me within two weeks of the date of this letter. Each person nominated must be proposed and seconded by parents who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement covering a maximum of one third of a typed A4 page. The statement should include biographical information, your reasons for wanting to be a parent governor and the contribution you can make to the governing body.



If the number of nominations equals, or is less than, the number of vacancies the nominees will be automatically declared as parent governors.

If there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy no matter how many children he or she has at the school.

I hope you will consider standing as a governor yourself or nominating another parent. If you would like more information about being a school governor, please contact either myself or Governor's Gateway at [governors.gateway@ocelot.co.uk](mailto:governors.gateway@ocelot.co.uk) or look at the National Governance Association website at [www.nga.co.uk](http://www.nga.co.uk).

Yours sincerely,

Mrs A Mepsted  
Headteacher



PLEASE RETURN THIS FORM TO SCHOOL WITHIN TWO WEEKS OF THE DATE OF THE COVERING LETTER IN A SEALED ENVELOPE MARKED –

'CONFIDENTIAL – Parent Governor Nomination'

<b>The Pilgrim School – Parent Nomination Form</b>	
Full name of person being nominated	
Address	
Parent of (name(s) of child(ren))	
Signature of person nominated	
Name of proposer	
Address	
Parent of (name(s) of child(ren))	
Signature of proposer	
Name of seconder	
Address	
Parent of (name(s) of child(ren))	
Signature of seconder	



**Please note:**

A parent can propose a candidate, stand for election and vote in the election, if he or she has a child registered at the school on the date of the election.

A PROPOSER must be eligible to vote in the election  
must obtain the consent and signature of the nominee  
may propose a candidate or candidates up to the number to be elected.

A CANDIDATE must be eligible to vote in the election  
must have reached the age of 18  
must not have been adjudged bankrupt, or been convicted of a criminal offence during the last five years for which a prison sentence (suspended or not) of 3 months or more was imposed.

DECLARATION BY THE CANDIDATE : I agree to stand in the above-named election and confirm that I am not disqualified from being a school governor under the restrictions detailed in the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017.

- i) Further nomination forms can be obtained from the headteacher. A parent may not propose or second more nominees than there are vacancies for parent governors.
- ii) The term “parent” includes guardians, foster parents, any person who has parental responsibility for a child and carers. Having care of a child or young person means that a person the child lives with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
- iii) Medway LEA councillors and people who work for more than 500 hours at the school cannot be parent governors

All governor appointments are subject to a mandatory enhanced DBS check.



# ELECTION OF PARENT GOVERNORS

## CANDIDATE INFORMATION FORM

Election of Parent Governors at The Pilgrim School.

Name ..... Age(s) of child(ren) .....

Experience and/or interests relevant to serving as a Governor

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signed .....

