



Woodkirk Academy

&

The Sixth Form @ Woodkirk Academy

Principal: **Mrs J Barton** BMus (Hons) MA NPQH

April 2019

Dear Parent

ELECTION OF PARENT GOVERNOR

I am writing to inform you there is one parent governor place to be filled on the Academy's Local Governing Board. As a parent of a child at Woodkirk, you are entitled to stand as a candidate and vote in the election. If you are interested in being part of the Local Governing Board and taking on such a role, and you believe that you have the skills, time and enthusiasm for this, then then I would like to hear from you.

You can view the nomination form by clicking [here](#). If you wish to offer yourself as a candidate to become a Parent Governor, you should complete the nomination form and return it to the Principal, Mrs Barton, by Friday 10 May. If you would like to find out more about becoming a Governor please contact the Principal's PA, Miss Shearn, by email at shearn.c@woodkirkacademy.com

Although any eligible parent of a Woodkirk Academy student can stand for election, the Local Governing Board has identified that the following skills and experience would be desirable in order to add to the Local Governing Board's effectiveness:

- Property Management/Estates
- Health and Safety
- Human Resources
- Risk Management

Parent Governors can participate positively in the running of the Academy. The other Governors include staff representatives and community representatives, appointed because of their skills and experience. All governors share in the important job of running the Academy. All Governors are expected to attend full Local Governing Board meetings and the meetings of at least one committee. In order to carry out your role effectively you will also be expected to attend relevant training.

Please note that you are not eligible to be a Parent Governor if you work at the Academy for more than 500 hours per year. You are also not eligible to be a governor if you fulfil any of the disqualification criteria listed on the nomination and eligibility form.

If only the required number of one nomination is received then this person will be automatically declared as a Parent Governor. If there are more nominations than places then a ballot of all parents will be held to select the Parent Governor. For this purpose, nominees are invited to prepare a short statement which will be circulated with the ballot forms. Space for this is included below the nomination slip. The length of the statement should not be more than 200 words. (*The Principal has the right to reduce any statements over and above this limit*).

Please note that the elected Governor will be asked to complete a self-declaration form to confirm they are eligible to serve as a governor. This can be found on the Nomination Form.

Parent Governors serve a four year term of office irrespective of whether their child leaves the Academy during the term of office. Please do give some thought to standing as a Parent Governor.

Yours sincerely

S Alleston
Chair of Governors

Tel 0113 8873600 Fax 0113 2526456 Email headteacher@woodkirk.leeds.sch.uk Web www.woodkirkacademy.co.uk
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