



Cambridgeshire
County Council



Monkfield Park Primary School

Headteacher: Mrs S Jarman
Deputy Headteacher: Mrs A Howell
School Business Manager: Mrs J Durrant

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4th February 2019

Dear Parent,

Monkfield Park Primary School Election of Parent Governor

The governing body of Monkfield Park Primary School has one parent governor vacancy. We are writing to you to ask if you would be interested in becoming a school governor.

Governors are responsible for ensuring the strategic direction of the school, its performance and the use of resources to support learning. They help to ensure that our school provides the best education it can for children, parents and our local community. Our parent governors are very valuable members of the governing body and we rely on them to give a parent's view. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice and training are available from various sources. If you are interested in being part of the team and have time to commit to this role we would like you to consider becoming a parent governor. If you would like more information please contact the school and we can put you in touch with a member of our governing body for an informal chat.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election but they are permitted to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is four years.

All nominations should be sent in to the school office by 15th February 2019. We also need a few words about the candidate and why they would like to be a governor. If you would like extra copies of the nomination forms please contact the school office.

On 28th February 2019 we will inform parents about the details of parent governor nominations. If an election is necessary we will send ballot forms home with the children with the names of the candidates and their details. Each parent will have one vote as there is one vacancy. The ballot is secret and you can send or post the ballot paper back using a double envelope system. (The ballot paper should be sealed in an inner unmarked envelope, which would be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box in the school office reception area. All votes must be in by 6th March 2019 at 12 noon when they will be counted.

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office. If you require a copy of this letter in a language other than English or in large print format please contact the school.

(Susan Palmer, Acting Chair of Governing Body)

Yours sincerely,

(Sarah Jarman, Headteacher)





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Self-Nomination Form

Election for a parent governor for Monkfield Park Primary School

Name:

Child(ren) in Year(s):

I am willing and eligible to stand for election as a parent governor at Monkfield Park Primary School.

Name of Candidate:	
Signature:	

Date:

I attach a few words about me and why I would like to be a Governor.

