



# Lavant

## C.E. Primary School

Headteacher: Mr Adrian King B.A Hons (QTS) NPQH

West Stoke Road  
Lavant Chichester  
West Sussex PO18 0BW

Tel: 01243 527382 Fax: 01243 530677  
E-mail: [office@lavant.w-sussex.sch.uk](mailto:office@lavant.w-sussex.sch.uk)  
Website: [www.lavant.w-sussex.sch.uk](http://www.lavant.w-sussex.sch.uk)

Dear Parent

### Election of Parent Governors

Every maintained school in England has a Governing Body responsible to the local community for running the school. There will shortly be 2 vacancies for Parent governors. The term of office will be 3 years.

If you are interested in standing for election as one of the Parent governors of the school, please complete the enclosed nomination and declaration form, ensuring that you obtain the signature of 2 parents/legal guardians who support your nomination. You must also include a brief election statement. Please return both forms to school no later than 3.00pm on Monday 17<sup>th</sup> September. If 3 or more nominations are received, I shall send all parents voting papers, which will include the candidates' election statements.

In the event of a ballot I have arranged for votes to be counted at 3.00 p.m. on Friday 28<sup>th</sup> September or at a time mutually agreed with all candidates, and each candidate or his authorised representative may attend the count. I shall arrange for all parents to be notified of the result.

Being a Parent Governor does demand a time commitment, but is rewarding and vital for the continuing development of the school. The governing body, with the headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils;
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and to be prepared to play an active part in the governing body's work. Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training. If you are considering standing in the election and would like some further information on the work involved in being a Governor please contact me via the School office or speak to Mr King. All elected parent governors are required to complete an enhanced criminal record application within 21 days of their election.

Yours sincerely

Mr C. Hawker on behalf of the Governors