

# St LEVAN SCHOOL

## *Election of Parent Governor 2018-22*

**To: The Parents/Guardians of Pupils attending St Levan Community Primary School**

Dear Parent	8 October 2018

### **Election of Parent Governor – St Levan School**

There are three vacancies for a Parent Governors at our school.

The duties of a Governor can be interesting and rewarding but also require commitment and time. Further information about the duties and responsibilities of Governors is available on line at [www.governornet.co.uk](http://www.governornet.co.uk), or from the Governors Support Section, County Hall, Tel: 01872 322460/322618, however, most probably, the best source of information about the duties and responsibilities of governorship is an existing or past Governor. The Parent Governors at present are Susie Chaikin, Vickie Hugh-Jones and Sophia Milligan. Each has expressed a willingness to serve for another four year term. However, this is an open exercise and the school has recently completed a skills audit of current governors. As a result of this audit, we would particularly welcome applicants with skills in Human Resources or Premises Management but the over riding requirement is a commitment to the school and applications from all are welcomed. The full Governing Body generally meet twice a term with meetings starting straight after school beginning at 3.30pm. As you will know from our recent Ofsted the Governance at St Levan is 'Good', so this is a really good opportunity to join our successful team.

If you wish to stand for election or nominate someone else (including an existing parent governor) for election as a Parent Governor, please complete the nomination form attached. You may nominate only **one parent**.

Please note, the nomination form must be signed by the candidate and the persons nominating and seconding the candidate (who must be parents/guardians of pupils attending the school) and returned to the school by **NOON on FRIDAY 12 October 2018**.

If there are more nominations than vacancies a ballot of parents of all registered pupils attending the school will be conducted as soon as possible after the closing date for nominations.

If you are standing as a candidate, you are invited to write something about yourself at the foot of the nomination form, which will be photocopied onto the ballot paper as it stands.

I hope you will take this opportunity of standing for election, supporting the nomination of a candidate or merely voting for the candidate of your choice if a ballot is required.

All newly elected or re-elected Governors will be required to complete Disclosure and Barring Service **Enhanced Disclosure Form** and a **Cornwall Council Declaration Form**, both of which will be forwarded to the successful candidate(s) by the School, after the election.

Please note that following appointment or election as a Governor, your personal details will be placed on the local Authority's (LA's) computer database. This data will be used in accordance with the principles set out in the General Data Protection Regulations which have recently come into force. It will be used only for internal LA purposes including sharing with Members, Governing Bodies, the Cornwall Schools Governors' Council and for mailing information to you as and when required.

Yours faithfully,

Geoffrey Brighton

Clerk to the Governors

Nc/gov/election

**St LEVAN SCHOOL**

**ELECTION OF PARENT GOVERNOR - NOMINATION FORM**

**NUMBER OF VACANCIES – THREE**

**COMPLETED FORMS MUST BE RETURNED TO THE SCHOOL BY NOON ON FRIDAY 12 OCTOBER 2018**

**CANDIDATE** Surname..... Forename(s).....  
Signature..... Parent/Guardian of.....  
Address.....  
..... Post Code.....

Name of child(ren) attending the school.....

NOMINEE'S CONSENT: I certify that this nomination is made with my consent; I am not disqualified from holding office as a Governor for any of the reasons listed overleaf; I am not an elected member of the County Council; I do not work at the school for more than 500 hours per annum; and I am the parent/guardian of the above-named child(ren) who currently attends St Levan Primary School.

Signature of Nominee..... Date.....

The parents/guardians proposing and seconding the candidate must be parents/guardians of a pupil(s) attending the school.

**PROPOSED BY:** Surname..... Forename(s).....  
Signature..... Parent/Guardian of.....  
Address.....

**SECONDED BY:** Surname..... Forename(s).....  
Signature..... Parent/Guardian of.....  
Address.....

As a nominated parent, you may use the space below to let other parents know more about yourself and what you wish to achieve as a Parent Governor. If there is a need for a ballot, this information will be **photocopied as it stands** and will be distributed with voting papers to parents. (Please use a **black** pen or type.)

Name..... Signature.....