



WEST SUSSEX COUNTY COUNCIL
BARTONS PRIMARY SCHOOL

Headteacher: Mrs Kate Powell
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6th September 2019

Dear Parent/Carer,

ELECTION OF PARENT GOVERNOR

Every maintained school in England has a Governing Body responsible to the local community for running the school. We currently have a vacancy for one Parent Governor and I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so.

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; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No specific qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome nominations from parents with finance skills. Training is available for all governors and this governing body has an expectation that those new to being a governor, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than Monday 23rd September 2019. If you are interested in standing for election as one of the Parent Governors of the school, please complete the enclosed nomination form, ensuring that you obtain the signature of two parents/legal guardians (Parental responsibility) who support your nomination and the schools' vision and ethos to improving education for all our children. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. If you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure. All elected parent governors will be required to complete an enhanced criminal record application within 21 days of their election.

Yours sincerely,

Mrs Kate Powell
Headteacher