



Giffard Park Primary School

Broadway Avenue, Giffard Park
Milton Keynes, MK14 5PY
Tel: 01908 617868

Headteacher: Miss E Donoghue B Ed (Hons)

Email: office@giffardpark.milton-keynes.sch.uk

Wednesday 9th September 2020

Dear Parents/Carers

SCHOOL GOVERNING BOARD-ELECTION OF PARENT GOVERNORS

I am writing to inform you that we currently have 2 vacancies for elected parent governors on our governing board.

A school's governing board has 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 the performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

The role of a school governor encompasses many aspects of strategic management such as personnel, health and safety, financial management, monitoring and evaluation, curriculum matters, pastoral and pupil well-being, as well as performance management. Governors have access to the local authority's extensive training and development programme and you will be encouraged to attend relevant courses. Governing Board meetings take place each term and, in addition, you may be required to join one or more of the committees.

Backgrounds or experience in any of the following would be an asset but not essential as full and free training is provided:

- Premises (experience of premises and facilities management, health and safety, maintenance and projects)
- Business acumen, links with local business
- IT
- Education
- Safeguarding

Below is the process which has to be undertaken in order to fill this vacancy. If you are considering applying for this role you may find it useful to speak with either myself or the Chair of Governors (*who can be contacted via the school office*) to discuss the role.

Parents who are nominated for election must be proposed and seconded in writing, with nominations being signed by the proposer and seconder. A parent may nominate her/himself, as long as s/he has a seconder. The person nominated must also state in writing that s/he is willing to stand for election.

The election is for a period of 4 years and those eligible to stand must be parents or carers of pupils who are currently at this school. The proposer and seconder must also have a child currently in attendance at



the school. A parent whose child leaves the school during his/her term of office may continue as a parent governor for the full period, if s/he so wishes.

Nominations should be sent to me within the next ten school days. The closing date for receiving nominations is 4.00pm on Wednesday 23rd September 2020. If there are only 2 parents nominated, they will be elected unopposed but if there are 3 or more candidates for the vacancies, a ballot will be held. If this is necessary, a further letter about the arrangements will be sent to you, but you will be expected to submit a statement explaining how you could contribute effectively to the work of the governing board.

All parents whose child/children attend this school will be entitled to vote in the ballot and voting will be on the basis of one vote per parent/carer per place available. We will also circulate information from the candidates to all parents prior to the ballot.

If it proves impossible to fill all the vacancies, the governing board has the right to appoint governors in order to fill the required number of parent governor places on the governing board.

Parents may be interested in the overall constitution of the governing board and this is as follows:

- 1 LA governor nominated by Milton Keynes Council
- 2 parent governors, elected by parents/carers
- 1 staff governor elected by staff at the school
- 1 headteacher
- 2 co-opted governors appointed by the governing board

A person will be disqualified from election or appointment as a parent governor if s/he is:

- An elected member of the LA;
- Paid to work at the school for more than 500 hours in a school year

There are a number of other circumstances in which an individual is disqualified from being a governor, which include having been barred from working with children and vulnerable adults, bankruptcy and criminal conviction. Should you require further information on disqualification clauses, please contact Sara Butler, Governor Service Manager on 01908 253497.

I enclose a form for use in nominating parent governors, which parents may find useful, but a separate nomination letter is just as acceptable. Please return the form or letter to school by 4.00pm Wednesday 23rd September 2020.

Yours sincerely,



Miss E Donoghue
Headteacher



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Parent Governor Election - Giffard Park Primary School

I wish to nominate

for the position of parent governor.

Signed: (nominator)

Signed: (seconder)

I am prepared to accept this nomination.

Signed: (candidate)

Date:

Please return to the Headteacher by: **4.00pm on Wednesday 23rd September 2020**

Name of nominee

Address

Email Address:

Candidates may be asked to provide information about themselves and/or an election address of up to 200 words for distribution to parents.

