



Duke of Norfolk CE Primary School

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NOMINATION LETTER

Dear Parent / Carer

RE: ELECTION OF PARENT GOVERNOR(S)

There is a vacancy for a Parent Governor on the School's Governing Board. If you would like to stand for election please read the enclosed information sheet – *Could you become a Parent Governor?* (**PG1(b)**)- and complete and return the attached nomination form to the school office by **9.00am on Friday 27th October 2023**. Another parent of a child at the school must sign the form in support of your nomination.

From April 2016, all newly elected/appointed governors must hold an enhanced criminal record certificate. The Governing Body must apply for such a certificate within 21 days of election/appointment of a new governor. Further information on this process can be viewed and downloaded at: Derbyshire SchoolsNet and searching for enhanced criminal record checks for Governors.

Check that you are eligible for appointment as a School Governor by reading the enclosed Declaration of Eligibility Section PG1(c).

The Declaration of Eligibility form requires a signature from you in Section A. By signing the form you agree that you have read the qualifications and disqualifications, and you declare that you are qualified for appointment and that none of the statutory disqualifications apply to you. Section C is for verifying proof of identity. Only the statutory disqualifications would automatically exclude you from becoming a Governor. Minor offences, not listed on the form, may not necessarily affect your eligibility to become a school Governor. If you are uncertain as to whether you are eligible, you may seek further advice from the Returning Officer or Governor Support on telephone number 01629 535769.

All governors are expected to abide by the Code of Practice adopted by the Governing Board.

A person is disqualified from election or appointment as a Parent Governor if they are an elected member of the LA or if they work at the school for more than 500 hours in any consecutive 12 month period.



Please give a statement about yourself on the nomination form. If a ballot is needed this statement will be copied and sent to the other parents at the school with the ballot papers on Friday 10th November 2023.

In all types of schools, governing boards should have a strong focus on three core strategic functions:

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

For further detailed information on the role of the governor, please see the Governance Handbook, (<https://www.gov.uk/governance-handbook>)

There is an expectation that on election you will be willing to:

- undertake appropriate induction training
- prepare for and attend all meetings regularly
- be an active member of committees as required
- be willing to undertake further training to develop your skills.

This Governing Board would particularly welcome nominations from parents with the following skills/experience to help improve its effectiveness and address current challenges.

Experience of interpreting data and statistics, financial planning; budgeting, monitoring and compliance and/or educational policy.

In the personal statement, candidates may wish to briefly set out:

- evidence of the extent to which you possess the skills and experience the Governing Board desires or at least the capacity and willingness to develop them
- your commitment to undertake training to acquire or develop the skills to be an effective governor
- if seeking re-election, details of your contribution to the work of the Governing Board during your previous term of office, and
- how you plan to contribute to the future work of the Governing Board.

If the number of nominations is the same as or smaller than the number of positions to be filled, then the people nominated will be deemed elected unopposed. If there are fewer nominations than vacancies, the Governing Board must appoint parent governors to fill the number of vacancies.

Only parents / carers of children registered at the school are entitled to stand or vote in the election. **Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy.** The ballot will be secret and you will be notified of the result as soon as possible afterwards.



The Governing Board works together as a group. If you are thinking of standing as a Governor, remember that you will need to attend a minimum of three meetings a year. The Governing Board sets the term of office for all Governors and the start date of the appointment will be from the date of election. If you are elected you may serve out your term of office even if your child leaves the school before your term of office finishes. You can, however, resign from the Governing Board at any time.

If you would like to be nominated to be a Parent Governor, you need to:

- a) check that you are eligible by reading the enclosed Declaration of Eligibility Form and sign and return the declaration;
- b) complete the nomination form enclosed, and return it to the ballot box outside the School Office;
- c) have your nomination seconded by a parent who is eligible to vote in the election;
- d) include a statement about yourself and why you would like to become a Governor (on the Nomination Form);
- e) each nomination must be received at the school by **9.00am on Friday 27th October 2023**.

You are responsible for ensuring that your nomination form is received by the deadline. It may be delivered by hand, sent to school with your child, or sent by first class post, and should be sealed in an envelope marked 'Nomination for Parent Governor'. A sealed ballot box will be available in the school for hand deliveries, details of the location will be found on a notice in the entrance to the school.

If you have any questions about whether or not you are eligible to stand or vote in the election or about anything else contained within this letter, please do not hesitate to contact me.

Yours sincerely

Mrs E Bland
Headteacher / Returning Officer

Encs

- Information Sheet (**PG1b**)
- Declaration of Eligibility Form (**PG1c**)
- Nomination Form (**PG1d**)

