



January 2024

Dear Parent

ELECTION OF PARENT GOVERNOR

Stukeley Federation is the formal coalition of William Stukeley (Church of England) Primary and Deeping St Nicholas Primary, this formal federation has gone from strength to strength.

A vacancy for a Parent Governor has arisen within the Stukeley Federation, and it is therefore necessary to hold an election. If you would like to find out more please contact the school office and they can organise for you to have an informal chat with the chair of governors.

If you are interested in being a candidate, please complete the slip attached, proposed and seconded and forward it to the Returning Officer at the school, to arrive no later than **Wednesday 7th February 2024**.

You have the opportunity to write a statement of sufficient length to set out (a) evidence of the extent to which you possess the skills and experience the governing body desires; (b) your commitment to undertake training to acquire or develop the skills to be an effective governor; (c) if seeking re-election, details of your contribution to the work of the governing body during your previous term of office; and (d) how you plan to contribute to the future work of the governing body.

Candidates should be aware of certain disqualification clauses relating in particular to bankruptcy and criminal convictions. If you are in any doubt about your eligibility to stand for election please contact the Returning Officer who will be able to supply you with further details.

The main duties and responsibilities of school Governors are set out overleaf. It should be noted that an elected Parent Governor is appointed for a 4-year term and may continue in office even though their child may have left the school part way through their 4-year term of office.

If the number of candidates exceeds the number of vacancies, you will be sent voting slips and details about the electoral process via your child. The results of the election will be placed on the school notice board.

Any queries relating to this election should be made to the Returning Officer at the school.

Yours sincerely
Returning Officer

ELECTION OF PARENT GOVERNOR

DUTIES OF A GOVERNOR

As part of the corporate Governing Body, Governors will have a strong focus on 3 core strategic functions: -

- Ensuring clarity of vision
- Hold 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

Governors are not expected to be involved in the day-to-day management and administration of the school, but rather to set strategic plans for the school and to provide the Headteacher with guidance on general principles.

Whilst it is difficult to define in precise terms what all the duties of a Governor are, the following are among them:

- To work as a member of the Governing Body for the best interests of both schools.
- Attend the regular meetings and special meetings of the Governing Body as well as meetings of any Committees to which they have been appointed. These can be at either school.
- Become familiar with general educational issues and developments.
- Take an interest in school activities.
- Promote the schools within the local community.
- Be able to commit time to the duties and responsibilities of a Governor.
- Be prepared to become involved in: -

* Staff appointments.

* Pupil discipline.

* The school curriculum.

* The financial management of the school.

* Health and Safety matters.

* Governor Training.

Governors have an increasingly important role and attending half termly meetings only is not enough. It is essential that the person appointed must have and maintain a keen interest in the work and welfare of the school. Inevitably visits must be made to see the Headteacher and what the school is doing; to play an active part in the public and social life of the school. Governors also have the task of being the immediate "lay" support for the professional staff in the school.

ELECTION OF PARENT GOVERNORS
NOMINATION FORM

To: The Returning Officer:

I _____

(Full name in block capitals).

Address: _____

wish to stand for election as a Parent Governor of the above school.

Signed _____

The nomination is proposed by:

Signed _____

Seconded by:

Signed _____

You have the opportunity to write a statement of sufficient length to set out (a) evidence of the extent to which you possess the skills and experience the governing body desires; (b) your commitment to undertake training to acquire or develop the skills to be an effective governor; (c) if seeking re-election, details of your contribution to the work of the governing body during your previous term of office; and (d) how you plan to contribute to the future work of the governing body.

Candidates should be aware of certain disqualification clauses relating in particular to bankruptcy and criminal convictions. If you are in any doubt about your eligibility to stand for election please contact the Returning Officer who will be able to supply you with further details.