



Westgate Primary School

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Head of School: Mr. D. Terry

Wednesday 9th November 2016

Dear Parent/Carer

Election of Parent Governors

I am writing to invite you to consider standing for election as a parent governor for Westgate Primary School or to nominate another parent to do so.

Every Kent school has a governing body, which includes a number of categories of governors including parent governors. All schools have between two and seven parent governors who are elected to serve for a period between one and four years, though they may resign at any time.

Together with the headteacher, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. No special 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. In order to support governors in their work, the County Council provides full training for all governors at no charge to the individual.

In our school, we have 2 parent governors who serve for a term of office of 4 years. The full governing body normally meets termly, usually on a Thursday at 5.30 p.m.

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to me by Wednesday 23rd November by 3pm. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 100 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations received is equal, or less than, the number of vacancies (we currently have one vacancy), the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held

and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the school.

Because appointment as a school governor will give access to children there is currently a requirement for governors to undertake a check against the DCSF list 99 (the list of teachers and others banned or with restrictions imposed on them from working in schools with children and young people.

I do hope you will consider standing as a governor or else nominating another parent/carer. If you would like more information about being a school governor, please contact another governor, the School Governance on 01622 605160, or myself for more information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D. Terry', with a long horizontal flourish extending to the right.

Mr D. Terry
Head of School

ELECTION OF PARENT GOVERNORS

PLEASE RETURN THIS FORM TO THE SCHOOL NAMED BELOW WITHIN ONE WEEK OF THE DATE OF THE COVERING LETTER. BY Wednesday 23rd November 2016

Name of the school: Westgate Primary School

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election (he or she must be the parent/carer of a child registered at the school named in 1);

Name _____

Address _____

Signature of person nominated _____

Parent /Carer of _____ (Name of Child/ren)

Signature of proposer _____

Name and address in BLOCK letters of proposer _____

Parent/Carer of: _____ (Name of Child/ren)

Signature of seconder _____

Name and address in BLOCK letters of seconder _____

Parent/Carer of _____ (Name of Child/ren)

Please note:

- (I) Further nomination forms can be obtained from the Headteacher. A parent/carer may not propose or second more nominees than there are vacancies for parent governors.
- (II) People who are bankrupt, or have recently been sentenced to 3 months or more of imprisonment (without the option of a fine), may not serve as governors. For full details of the disqualification rules please refer to the school. Because appointment as a school governor will give access to children there is currently a requirement for governors to undertake a check against the DCSF list 99 (the list of teachers and others banned or with restrictions imposed on them from working in schools with children and young people.
- (I) A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full time equivalent) in a school year (at the time of election).
- (II) The term "parent" includes guardians, foster parents and any person who has actual custody of a child.

Parent Governor Vacancy

The governors have put together a brief outline of the aspects of the role itself so that interested people can see what is involved and also the sort of skills they may need. However, there is a range of training through KCC that is provided to support you in the role. Whilst the election of parent governors is based on the summary information parents provide and the number of votes cast it was felt important to let people know what is involved.

Qualifications	<ul style="list-style-type: none">• an interest in the education of children• good literacy and numeracy skills
Skills	<ul style="list-style-type: none">• sound communication skills both in listening and expression• sound judgement and the capacity to make objective decisions• assimilation skills to help absorb and make use of wide ranges of information and data
Knowledge/Experience	<ul style="list-style-type: none">• the capacity to develop specific knowledge and understanding of the school and its community
Personal Qualities	<ul style="list-style-type: none">• a commitment to equal opportunities• a commitment to securing the best educational outcomes for young people• tact and diplomacy• fairness• the ability to work as a member of a team• ability to respect confidentiality• a willingness to work constructively with a team of governors who have some or all of these qualities• a willingness to learn and develop as a governor through training and self-evaluation