



Dear Parents and Carers

8th September 2021

### Election of Parent Governors

I am writing to invite you to consider standing for election as a parent governor for Cleeve Park School. Every school has a governing body, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period between one and four years, though they may resign at any time.

Together with the Executive Head Teacher, 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 training is available for all governors at no charge to the individual.

We currently have a vacancy for one parent governor. If you would like to stand for election, please complete the attached form and return it to school by 4th October 2021. 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 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.

As a parent governor you do not have to vote in a particular way because you have been pressed to do so by parents. Objectivity, however, is essential. You are not there to promote the interests of your own children but all children. Although being available to advise parents on appropriate routes of action is a very important aspect of the role, it is vital that parent governors do not personally become involved in individual concerns. Apart from the possibility of this jeopardising appropriate complaints and appeals procedures, no governor has the authority to act individually on behalf of the school.

Although this is a very delicate role, there is ample support and training available. Effective parent governors will find working alongside the other members of the governing body both interesting and rewarding in that their efforts will ensure that the work of the governing body fulfils its duties to all children.

If you have any further questions about the role, please contact the Clerk to Governors at the school in the first instance.

Yours sincerely

Alex O'Donnell  
Executive Headteacher

[www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)

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DA14 4JN

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Headteacher: Mrs Alex O'Donnell  
Company Registration Number: 6455757



## Process for Selection and Appointment of Parent Governors

- As the parent, carer or other person with parental responsibility for a student at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the Parent Governor vacancies you will need to find two other parents/carers willing to propose and second your nomination.
- You will need to ask them to complete and sign the attached form.
- If more parents want to become Governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a Parent Governor to not exceed 100 words.
- If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a Governor your term of office will normally be 4 years.
- You can resign at any time.
- If your child leaves the school you can continue as a Governor until the end of your term of office.
- The enclosed nomination form must be returned to the school office by post or emailed to PersonalAssistant\_EHT@cleevepark-tkat.org
- If you are elected you will be asked to apply for a Disclosure and Barring Service (DBS) enhanced disclosure.

### To the Returning Officer at Cleeve Park School

We the undersigned, being the parents or guardians of children attending the school, wish to nominate as a Parent Governor of Cleeve Park School. (Please insert in block capitals the full name of the nominee)

..... who is the parent of .....

Signed .....(Proposer) parent of: .....

Signed ..... (Seconder) parent of: .....

Date .....

The person nominated should: - (A) sign this form in order to show their willingness to stand as a candidate, should an election be required and to serve as a Governor. (B) submit with this form a brief description of themselves. This description should not be more than 100 words long, and will be included on the voting paper if a ballot is held.

Signed .....Date .....

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