



SUTTON ST JAMES C.P. SCHOOL
Bells Drove, Sutton St James, Spalding, Lincs. PE12 0JG
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Tel/Fax: 01945 440209
Headteacher: Miss Claire Willows



8th March 2017

Dear Parent,

Election of Parent Governor

In accordance with the 1986 Education Act the Governing Body of each school shall include Parent Governors these being parents of registered pupils at the school elected by such parents.

The definition of parent is found in the Children Act 1989. In addition to the actual parents of a child, 'parent' can include any person who is not a parent of a child but has parental responsibility for him or her or who has the care of the child.

Due to one of our Parent Governors coming to the end of their term of office, there is a vacancy for one Parent Governor at our school, and it is therefore necessary to hold an election.

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 **17th March 2017**. It is recommended that candidates supply a **short** personal statement (not more than 50 words) about themselves for circulation to voters.

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 four-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.

If you would like to discuss the role of a Governor, and the level of commitment required, the Chair of Governors would be happy to discuss this further with you by appointment with the school.

Yours sincerely

Miss C Willows
Returning Officer

DUTIES OF A GOVERNOR

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 Head 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 the school.

Attend the regular meetings and special meetings of the Governing Body as well as meetings of any Committees to which they have been appointed.

Become familiar with general educational issues and developments.

Take an interest in school activities.

Promote the school 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 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 GOVERNOR

I

(Full name in block capitals).

Address

.....
.....

wish to stand for election as a Parent Governor at Sutton St James School.

Signed

The nomination is proposed by

Signed

Seconded by

Signed

(Both of whom are parents of pupils registered at the school).

A short personal statement about yourself (not more than 50 words).