



Green Haworth C.E. Primary

“Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go.” Joshua 1:9

GREEN HAWORTH C OF E PRIMARY SCHOOL, ACCRINGTON, BB5 3SQ

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HEADTEACHER: MR. P. TURNER

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Monday 7 September

Dear parent,

We have one vacancy for **the role of parent governor**. Therefore, an election will be held in which the parents of children at this school can vote. All parents of registered pupils at this school are eligible to stand as a candidate. The term of office is four years. If you wish, you may put yourself forward as a candidate or nominate someone else with their agreement using the attached nomination form.

Governors are important, valued and influential at Green Haworth and I do hope you take part in this election, either by becoming a candidate or by casting a vote if the need arises.

The most important aspect is to have a heart for the school and a desire to help the school improve. Do not worry if you think you may not be an 'expert', as training and support will be given. Further information about being a governor is attached. The timetable for the election:

Nomination forms returned to school: Monday 21 September, 3.15pm

Ballot papers to be sent to all parents: Tuesday 22 September

(Voting will only take place if there is more than one nominee)

Ballot papers returned to school: Monday 5 October, 3.15pm

Votes counted: Tuesday 6 October

Result announced: Wednesday 7 October

Please contact me if you require any more information about being a governor.

Yours faithfully,

Mr. P. Turner
Headteacher

Through God's love, we care, share and grow together



WHO ARE PARENT GOVERNORS? Parent governors are elected by parents of children at the school. For a person to stand for election and to vote in a parent governor election he/she must either be the natural parent of a child registered at the school, or be a person with parental responsibility for, or having care of, such a child.

Governors normally serve for four years unless a shorter term is specified in the Instrument of Government for the school. If a parent governor ceases to be the parent of a child registered at the school within the period for which they have been elected, he/she may continue to be a governor for the rest of his/her term of office.

WHAT ARE PARENT GOVERNORS?

- **Parent governors** have the same rights, responsibilities and duties as other governors.
- **Parent governors** should play a full and active part in the governing body but,
- **Parent governors**, like other governors, do not have the power to act as individuals or as a group, unless specifically authorised to do so by the governing body.
- **Parent governors** are not on the governing body simply to represent the interest of parents, or to be the only link with parents because all governors must have regard to these issues.

WHAT DO GOVERNORS DO? All maintained schools have a governing body which together with the headteacher sets the aims and policies of the school. The headteacher is responsible for the day to day management of the school. Together the governing body and headteacher must ensure the school provides good quality education and helps to raise standards.

The governing body:

- is accountable for the performance of the school to the parents and the wider community
- plans the school's future direction
- selects the headteacher
- makes decisions on the school's budget and staffing
- makes sure the National Curriculum is taught
- decides how the school can encourage pupils' spiritual, moral and cultural development
- makes sure the school provides for all its pupils, including those with special educational needs.

HOW MUCH TIME WILL IT TAKE? To be an effective member of the governing body team, it takes time. You will need to prepare for and attend at least three full governing body meetings per year. You will also be involved in one or two committees dealing with finance, staffing, curriculum or premises. These usually meet at least once a term. In addition, some governors take on other roles such as Special Educational Needs governor.

The amount of time you will need to give depends on how involved you become but governing bodies cannot operate effectively with passengers. You must be prepared to take more than an interest.

WHAT SUPPORT IS AVAILABLE? Lancashire LEA and the associated Dioceses/Church Authorities provide a wide range of support services and training for governors.

All new governors receive an introductory pack of materials from the LEA which outlines the range of training opportunities available to governors and governing bodies and provides the basic reference documents. There is also a termly newsletter which helps to keep governors up to date with recent developments.

Sometimes governing bodies have difficult decisions to take. In such cases the governing body has access to support and advice from the LEA and the Church Authorities/Dioceses as appropriate.

If you require more information about being a governor speak to the Headteacher at your child's school or telephone 0800 181832 (The Governor Services Team).

Information

Eligibility

All parents of pupils at the school and, in the case of maintained nursery schools, parents of children for whom educational or other provision is made on the premises of the school can be nominated as a candidate for a parent governor election except for:

- (a) Elected Members of the Local Authority
- (b) Anyone paid to work at the school for more than 500 hours in any consecutive 12-month period.

Nomination

Any parent who wants to be nominated has to be proposed and seconded by two other parents of pupils (children) at the school using the nomination form on the page opposite. It should be completed and sent to the Returning Officer by 3:15pm on Monday 1 December. Please note there can be no extension beyond this time and date.

Candidates should complete the reverse of the nomination form with biographical details. This information will be sent with the voting papers to all parents to help them decide how to use their votes.

Parent Governors

(See also information sheet on parent governors)

The governing body of the school has several categories of governor, and "parent governor" is one of these categories. All governors carry equal status. Responsibility rests in the governing body as a whole. Individual governors only have responsibility collectively in the governing body. To be a governor does not give personal authority.

The term of office for a parent governor is 4 years, and a parent governor does not have to resign if his/her child ceases to be a pupil at the school before that period of time ends, though s/he may do so if s/he wishes.

Disqualification

Regulations disqualify certain individuals from becoming a governor. The attached appendix lists the disqualification criteria. Prospective governors should read it carefully before proceeding with their nomination.

Green Haworth C of E Primary School Nomination Form

Before completing this form, please read the notes on the opposite page.

	NAME Mr/Mrs/Miss/Ms	ADDRESS	SIGNATURE
Nominee	(Capitals)		
Proposer	(Capitals)		
Seconder	(Capitals)		

CUT/TEAR HERE

Declaration of Nominee: I am willing to accept nomination and confirm that I am not disqualified from becoming a governor. Should I be elected I agree that if I subsequently become disqualified I will notify the Clerk to Governors in writing.

Should I be elected I understand that information on my governorship will be made available to the County Council for its use in providing support to school governors*.

* In this respect the Data Controller is Lancashire County Council and the nominated officer for data protection is the Data Protection Officer.

Signed:

Date:

This form must be returned to the Headteacher/Returning Officer by 3:15pm on Monday 21 September. Late nominations will not be accepted.

Biographical Details

Candidates are asked to give some information about themselves, which will help parents to decide whether to vote for them or not. (Maximum of 60 words)

Name (Capitals)_____

Signature _____