

14 November 2017



Dear Parent

## **ELECTION OF PARENT GOVERNORS**

The school's governing board sets the strategic direction of the school and acts as a "critical friend" to the school. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing board of our school is made up of parent governors, staff governors and community governors. From time to time vacancies for parent governors become available and we currently have two vacancies.

We would like to encourage you to put yourself forward to become a parent governor of Roundwood Park School. The only requirements are that you must be the parent of a child at the school and to have an interest in the development and continued success of Roundwood Park School. Two of our current parent governors have made the following comments about their involvement with the governing board:

*"This is a unique opportunity to contribute towards the school's continuous success and development and obtain an insight into the real energy, commitment and dedication that is made by staff, students, parents and governors."*

*"Being a parent governor is a rewarding commitment for someone who wishes to make a positive contribution to the success of the school and the wider community."*

More information about what it means to be a parent governor is attached to this letter, along with some more detailed guidance and the application form. If you would like to discuss this opportunity please contact Moira Hart, the Chair of Governors via the Headteacher's PA, Janet Wallis.

If you would like to stand for election, please complete and return the attached form to the school office by 9.30am on Wednesday 29 November 2017.

Yours sincerely

A handwritten signature in black ink that reads 'A Henshall'.

Alan Henshall  
Headteacher

Encs.

## WHO ARE SCHOOL GOVERNORS AND WHAT DO THEY DO?

School governors come from every walk of life. There are over 300,000 school governors in England and they form the largest volunteer force in the country. Each individual governor is a member of a governing board, which is established in law as a corporate body.

The role of the governing body is a strategic one; its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the Headteacher (a critical friend)

The Headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the governing board.

*Adapted from National Governors' Association Website, [www.nga.org.uk](http://www.nga.org.uk)*

### What is involved in being a parent governor at Roundwood Park School?

- 2 full governing board meetings per term (normally weekday evenings)
- 2 committee meetings per term (may be weekday late afternoons or evenings)
- occasional ad hoc meetings (some during the school day)
- undertaking appropriate training
- linking with a subject area to support the department and to learn more about how they operate
- invites to attend extracurricular events - award evenings, consultation evenings, music performances

### Why get involved?

- You will help develop strategic thinking and planning for the school.
- As a member of the governing board you will address interesting issues - locally and nationally.
- You will understand more about the field of education and the environment in which the school has to operate.
- You will work closely with a team of dedicated governors, school staff and other community members.
- You will have the opportunity to attend training and develop your skills.
- You will feel valued.
- It is an opportunity to give back to the community.

but mostly because it is **enormously rewarding**.

## Detailed Guidance

**Please give brief details about yourself** (not more than 80 words) **on the enclosed form. If an election is needed these details will be copied and sent to all parents with the ballot papers.** Please note that the 80 word limit will be strictly enforced. Any statement with more than 80 words will be returned to the candidate for amendment.

You will need to ask another parent of a student at the school to sign the form.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the Local Authority may **not stand** for election. In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

- someone who has parental responsibility\*
- or**
- someone who looks after the child on a day-to-day basis (but does not have “parental responsibility”).

\*A person has ‘parental responsibility’ if

- a. she is the child’s natural mother;  
**or**
- b. he is the child’s natural father and  
**either** was married to the mother on the day of the child’s birth or subsequently  
**or** has entered into a legal parental responsibility agreement with the mother  
**or** has been granted a residence order from the court directing the child will live with him  
**or** registered or re-registered the child's birth after 1 December 2003  
**or**
- c. the child lives with that person as the result of a court order.

The governing board has determined that the term of office for a parent governor is four years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

If the number of nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing board has the duty to appoint parent governors to fill the remaining vacancy.

If an election is necessary we will send you a ballot paper on Thursday 30 November 2017.

Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

Please be aware that regulations require everyone elected or appointed to a governing board to undergo a criminal background check. This is to ensure the safety of the students. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

As Roundwood Park School is an academy, once elected parent governors will be appointed as directors of the Roundwood Park School Academy Trust, a company limited by guarantee.

ELECTION OF PARENT GOVERNOR AT  
ROUNDWOOD PARK SCHOOL  
**NOMINATION FORM**

Your name .....  
(Mr/Mrs/Miss/Ms/Dr)

Address .....  
.....  
.....

I have a child at the school and hereby nominate myself for election as a governor. I understand that if elected I will have to undergo a criminal background check. Biographical details (**80 words maximum**) for circulation with the voting paper are given below.

Signature .....

-----

Seconded\* by: .....  
(Mr/Mrs/Miss/Ms/Dr)

Address .....  
.....  
.....

Signature .....

\*The seconder must be a parent of a student at the school.

**Biographical details (80 words maximum)**

Your completed nomination form must be returned to the school office by:

Date: Wednesday 29 November 2017 Time: 9.30 am