

*Happy Children  
Confident Learners  
Inspiring Excellence  
All Unique in God's World*



Dear Parents or Carers

## **PARENT GOVERNOR ELECTION – St Marys CE School**

I am writing to inform you of two vacancies on the school Governing Body for a Parent Governor. Details of the process to fill the vacancies follow.

### **THE NOMINATION OF PARENTS AS CANDIDATES**

Each parent \* of a pupil attending the school is to be given the opportunity of putting their name forward with a view to becoming a parent governor. If you want to submit a nomination on your behalf you should do so, in writing, to the **Headteacher**. Letters of nomination must be countersigned by two sponsors, who must also be parents of children currently attending the School. The closing date for the receipt of nominations by the school is **18<sup>th</sup> December 2015.**

In the event of there being no more than two nominations, the persons nominated will automatically become a Parent Governor.

### **THE ELECTION PROCEDURE**

If the school receives more than two nominations then an election by secret ballot will be held to allow parents to decide who they would like to represent them. Should an election be necessary, it will be held as soon as possible. Each parent \* of a child who at the time of the election is a pupil at the school will be entitled to vote. Following an election, parents will be told the name of the successful candidate. In the event of it being necessary to hold an election, the Headteacher will issue all parents with further details concerning the way in which the ballot (which will be entirely secret and as foolproof as possible) is to be organised and supply the official ballot papers.

### **CANDIDATES' CONTRIBUTION TO THE ELECTION**

Candidates will be given the opportunity to write a short statement, which will be circulated to all parents of the school. Should candidates wish to seek support in any other way, this will be entirely their own responsibility.

### **TERM OF OFFICE OF PARENT GOVERNORS**

An elected parent governor will hold office for a period of four years.

### **PARENTS' PARTICIPATION**

It is very important for the efficiency and effectiveness of schools that parents should be encouraged to have an active involvement in their children's education. Consequently, parents are encouraged to participate and take an interest in the election process whether as candidates or voters. In this way all parents can have an effective voice concerning the running of their children's school and have a proper vehicle for the expression of their views regarding School policies.

**Headteacher: Mr Brian Jones      Deputy Headteachers: Mr Duncan Bromley   Mrs Katie Jamieson**  
**St Mary's CE Primary School, Kendal Road, Kirkby Lonsdale, Cumbria, LA6 2DN**  
**Tel: 015242 71334**  
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## **SCHOOL GOVERNMENT IN GENERAL**

On appointment/election all governors receive documents and training to help them in their role as a school governor. In addition, the governors of Church of England are issued from time to time with further information specific to such Schools by their respective Diocesan Authorities.

If you have any queries at this stage regarding the subject of Parent Governors, would you please contact the Headteacher, who will be pleased to try to help you.

Yours sincerely

Brian Jones  
Headteacher

Jo Gill  
Chair of Governors

Karen Little  
Clerk to the Governors

### \* DEFINITION OF " PARENT"

Section 576 of the Education Act 1996 defines "parent" to include:

- all natural parents, whether they are married or not; and
- any person who, although not a natural parent, has *parental responsibility* for a child or young person; and
- any person who, although not a natural parent, *has care* of a child or young person.