



Striving To Achieve Our BEST
Belief • Effort • Success • Teamwork

AWSWORTH PRIMARY & NURSERY SCHOOL

THE LANE

AWSWORTH

NOTTINGHAMSHIRE

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Web-site: www.awsworthprimary.co.uk

Headteacher: Mr B Painter

16 November 2023

Dear Parents/Carers,

Parent governor vacancy

The local governing body at Awwsworth Primary and Nursery School has a vacancy for a parent governor. As such, the governors wish to seek nominations from parents who are interested in joining the local governing body of our school. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Education Act 2011 and who has a child at the school at the time they begin your term of office.

An elected member of the local authority and school staff who are paid to work at the school for more than 500 hours in a school year are not eligible for election or appointment as parent governors. If you have any queries about your eligibility as a parent, please feel free to contact us for further advice.

Local governing bodies are responsible for a wide range of matters that come under three main headings: strategic direction; support monitoring and evaluation; and ensuring accountability. Duties include oversight of the school budget, school effectiveness, preparation for Ofsted inspection and involvement in a variety of personnel and pupil issues. The governors are accountable to the board of trustees of the East Midlands Education Trust. In your role as a school governor, you will be supported in these duties by other members of the local governing body, the head teacher and clerk to governors.

The local governing body works together as a group, **meeting twice per term / 6 times per year**. If you are thinking of standing, please consider fully these commitments, along with any extraordinary meetings that may also be required. As a governor, you will normally hold office for a period of four academic years, even if your child leaves the school during this time. However, you can resign from the local governing body at any time. All governors are expected to undertake additional duties, which are individually negotiated. These may include developing expertise and advising the local governing body about a particular area of school life or sitting on ad-hoc working parties or governor appeal panels.

All new school governors are required to undergo an enhanced Disclosure and Barring Service check (DBS) to ensure they are not barred from undertaking this regulated activity and are required to complete a declaration of eligibility form.

If you would like to be nominated as a parent governor, you need to:

- (a) Check that you are eligible and confirm this with the school, if necessary.
- (b) Once you are satisfied that you are eligible to become a governor please complete a nomination form (see attached).
- (c) Ask two other parents or carers from different families, who also have children at the school, to each sign one of the boxes 1 and 2 (one to propose, one to second your nomination).
- (d) If you wish, you could include a statement (no more than 80 words) about yourself and why you would like to become a governor. You do not have to complete this section, but if you don't, you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- (e) All nominations must be received by the school office by **10:00am on Friday, 1st December 2023**. Your nomination should be delivered in a sealed envelope marked 'Nomination for parent governor' and either sent by hand, with your child or posted to the school. The onus is on you to ensure that the nomination form is put in the box, either by personal delivery or by sending it with your child. A sealed ballot box will be located in reception.



The returning officer will acknowledge nominations within three working days of the closing date. If you do not receive this acknowledgement, please contact the school.

We will hold an election if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with pupils at the school, together with any details that you and other nominees have provided. This procedure will be explained to you, should an election be necessary. **The successful candidate may be eligible to attend our next governors' meeting on 24th January at 6pm.**

If you have any further queries about the role of parent governor, please feel free to contact me.

Yours sincerely

On behalf of the Local Governing Body