



28<sup>th</sup> April 2021

Dear Parents & Carers

## **Notice about Parent Governor Election Arrangements / Request for Nominations**

An opportunity has arisen for the appointment of a new Parent Governor(s) to serve on the Local Governing Body of Woodlands School. This is an excellent opportunity for someone who would like to get more involved with the life of the school, and would support us greatly in continuing our journey towards establishing the best education for all our young people. If you would like an informal discussion, or to visit to the school before completing the form, please do not hesitate to contact me. Full details about the role of Parent Governor can be found on our website, together with the Governor Code of Conduct; please ensure you have read these two documents before putting forward a nomination. You will be required to attend New Governor Training, if you are successful.

The number of vacancies to be filled on this occasion is two.

If there are any parents/carers who are interested in this vacancy, I would be pleased to receive your nominations by completion of the attached Nomination and Statement form, and in accordance with the following notes.

1. Only parents who have children registered at the school on 29<sup>th</sup> April 2021, are eligible to stand for election, or to make a nomination.
2. The other eligibility rules, which should be read carefully, are printed overleaf.
3. Candidates may nominate themselves.
4. Candidates are entitled and encouraged to submit a brief personal statement of not more than 100 words (anything more than 100 words may give rise to complaints from other candidates, and therefore will not be accepted) giving autobiographical details and other such information and views as they see fit, except information indicating that they are endorsed or supported by any group or association.
5. Each parent may submit a nomination for each of the vacancies to be filled. Nominations and statements, where made, must be returned to me by end of the school day on 13<sup>th</sup> May 2021 at the latest. Any nominations received after this date cannot be included in the election.
6. Candidates must sign the form to indicate their willingness to stand.
7. The term of office of a Parent Governor is four years from the date of appointment. Parent Governors are not disqualified if their children leave the school before the end of this period.
8. The definition of a 'parent', in relation to any child or young person, includes any person who is not a parent but who has parental responsibility for, or cares for the child or young person.



Please sign and return the Qualifications and Disqualifications disclosure with your Nomination and Statement Form.

If you have any questions, please do not hesitate to contact me on at the school on 01939 232372 or [Lisa.Dugmore@woodlands.school](mailto:Lisa.Dugmore@woodlands.school)

Yours sincerely

Clerk to the Local Governing Body

**Notes and eligibility rules:**

**Who can become a Governor?**

No specialist qualifications are needed, and people from many different backgrounds volunteer for the role. Enthusiasm, commitment, and an interest in education are the most important qualities.

The Local Governing Body will:

- seek to understand and question how the school is led and managed, acting as a critical friend: the Headteacher will report on how the school is fulfilling the Trust's ethos, vision and strategy;
- act as the panel, as required, when reviewing the Headteacher's decisions on exclusions, and other committees, as required;
- be the consultative body for the school's stakeholders;
- represent the school's stakeholders;
- forge links with the community;
- for church schools, to monitor and support the Christian distinctiveness and church ethos of the school;
- act as an ambassador for the school.

Local Governing Body Meetings are generally held every half term on Tuesday evenings at 6pm. All meetings should last no more than 2 hours. Governors are also encouraged to visit school to learn more about the way the school works.

You can find more detailed information on the role of a governor in the Department for Education Governance Handbook:

<https://www.gov.uk/government/publications/governance-handbook>