



## **Purley CofE Primary School**

**"Let all that you do be done in love" 1 Corinthians 16:14**

Headteacher: Mrs A. Holland

---

23<sup>rd</sup> September 2022

Dear Parent/Guardian

### **NOTICE OF ELECTION OF PARENT GOVERNOR**

I am writing to let you know that there is ONE vacancy for a parent governor on the governing board of this school, further to a resignation received at the end of the last academic year. I now invite parents who wish to stand for election as a parent governor to put their names forward.

The post would commence on 21<sup>st</sup> October 2022

Being a Governor at Purley CofE Primary School is an important role requiring enthusiasm, time and commitment to the wider school community. Further information can be found in the accompanying leaflet, *'Join A Governing Body'*.

Our governing board has three core functions. These are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

We do this in Full Governing Board meetings which we hold 6 times a year and which generally last around 2-3 hours. You will also be expected to sit on at least one of the governors' committees, which meet 3 or 4 times a year. Attendance at meetings is important to ensure the work of the governing body can be carried out effectively and efficiently and, while it is appreciated that you may not be able to make it to all meetings, governors are expected to attend at least 80% of meetings. Governors are also expected to be well prepared for meetings, which can involve a considerable amount of reading. Training and support is available, both at courses run by the local authority and online, and it is expected that governors will undertake any training necessary for their role.

As governors we regularly check we have the right skills to do the job, and we would particularly welcome nominations from parents with the following skills:

1. HR skills
2. Numerical and analytical skills

If you don't currently have these skills then the board would expect a willingness to attend the right training to acquire them.

The governing board has also identified three areas which would be desirable, but not essential:

1. Local business knowledge and understanding of the local economy
2. Links with the community
3. Skills and expertise in marketing and or PR to raise the profile of the school within the community.

All our governors are also expected to have an understanding of schools and education and to support and encourage the Christian principles of the school as laid out in the school's Instrument of Government.

*Learn to love, love to learn*

The term of office of all governors is four years, but you can resign at any time. Every school governor must undertake a DBS (Disclosure and Barring Service) check. Further information about the role is enclosed with this letter.

If you wish to stand for election as a Parent Governor you should:

1. Complete the attached nomination form and Declaration Form
2. Insert a brief personal election statement for circulation to voters.
3. Return the form to the school clearly addressed to **The Returning Officer** by the stated closing date and time.

Your election statement should include any evidence of the extent to which you possess the skills and experience the governing body desires, your commitment to undertake training and, if seeking re-election, details of your contribution to the work of the governing body during your previous term of office.

*Nomination forms must be received by 3.00 pm on Friday 7<sup>th</sup> October 2022*

No nominations will be accepted after that date and time.

If the number of nominations received does not exceed the number of vacancies, all those nominated will be appointed without a ballot (subject to a satisfactory declaration).

If there are more nominations than vacancies, a secret ballot will be held and each parent will be issued with a voting paper via pupil post. If you would prefer to receive the voting paper by post, please complete the slip at the bottom of the page and return it to me.

The following timetable will apply if it is necessary to hold a ballot:

<b>Process</b>	<b>Date</b>
Nomination forms sent home via pupil post on	Friday 23 <sup>rd</sup> September 2022
Last day for returning nominations is	3.00 pm, Friday 7 <sup>th</sup> October 2022
Ballot papers dispatched to parents (along with candidates' election statements if appropriate)	Wednesday 12 <sup>th</sup> October 2022
Ballot papers returned to school by	2.30 pm, Wednesday 19 <sup>th</sup> October 2022
Count of ballot papers	3.00 pm, Wednesday 19 <sup>th</sup> October 2022
All parents notified of the result	Thursday 20 <sup>th</sup> October 2022

***A copy of the rules of the election may be inspected on the school website or at the school.***

Yours sincerely,

*Hayley Gittins*

**RETURNING OFFICER**



## Election of Parent Governors

Please complete in **BLOCK CAPITAL** letters

**Last day for returning nominations: 3 pm, Friday 7<sup>th</sup> October 2022**

In event of an election being held, I would prefer to receive the voting papers by post.	<b>YES / NO</b>
--	-----------------

FULL NAME	
ADDRESS	
EMAIL ADDRESS	

Parent of	
Year Group / Class	



## Nomination for Parent Governor at Purley CofE Primary School

Last day for returning nominations: 3 pm, Friday 7<sup>th</sup> October 2022

I wish to stand for election as Parent Governor of the above named school:	
FULL NAME	
ADDRESS	
EMAIL ADDRESS	

Parent of	
Year Group / Class	

### PERSONAL STATEMENT

Outlining your skills and commitment to learning the skills needed to be an effective governor. 200 words max.

--	--

SIGNATURE	
DATE	