



09.01.2024

### **Election of Parent Governor**

Dear Parents/ Carers,

I am writing to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for 3 Parent Governors and there is currently 1 vacancy.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

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

The role of governor can be demanding but very rewarding. Parent Governors serve a 4 year term of office. Governing duties include:

- attending meetings of the governing board, usually outside of school hours and contributing to governing board business;
- reading reports and papers and keeping up to date on the progress the school is making; and
- visiting the school from time to time during the school day.

You will be expected to sign a governors' Code of Conduct, and to have:

- a strong commitment to the role and improving outcomes for children;
- the inquisitiveness to question and analyse;
- the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements); and
- sufficient numeracy skills to understand basic data.

No special qualifications are needed. However, a DBS check is a statutory requirement and must be applied for within 21 days of election/appointment. The most important thing is to have a keen interest in the school and be prepared to play an active part in the governing boards work. Training is available for all governors and this governing board has an expectation that those new to being a governor attend induction training.



'Working together to achieve our best.'

## Rakegate Primary School

Rakegate Close, Wolverhampton, WV10 6US

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Website: [www.rakegateprimary.co.uk](http://www.rakegateprimary.co.uk)

Headteacher: Mrs S L Horton

Parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please collect a nomination form from the school office or download from the letters section on the website, complete and return it to the school no later than **3.00pm on Monday 22<sup>nd</sup> January 2024**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent. If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

We must stress that new statutory guidance advises that the governing board publishes online for each governor certain information including their full name, relevant business interests, whether a governor serves on another governing board and relationships with staff in the school. There is a statutory requirement for all governors to have a DBS check and you would be expected to abide by and sign a code of conduct.

May I take this opportunity to thank you in advance for your support in this matter.

Yours sincerely,

Mrs Horton  
Headteacher

