



**Executive Head Teacher:** Andrew Smith B.Ed (Hons), M.Sc, NPQH  
**Head of School:** Rhiannon Morgan BA (Hons) Primary Studies

## **Nettleton Community Primary School**

Moortown Road, Nettleton, Lincolnshire, LN7 6AA

T: 01472 851455 F: 01472 851455 E: enquiries@nettleton.lincs.sch.uk

www.nettletonprimary.co.uk

**To try our best at everything we do**

Tuesday 28<sup>th</sup> November 2017

Dear Parent/Carer

### **ELECTION OF PARENT GOVERNOR**

In accordance with the Education Act 2002 the Governing Body of each school shall include Parent Governors, these being parents of registered pupils at the school elected by such parents.

The definition of parent is found in the Children Act 1989. In addition to the actual parents of a child, "parent" can include any person who is not a parent of a child but has parental responsibility for him or her or who has care of the child.

A vacancy for a Parent Governor will arise at this school from 1<sup>st</sup> December 2017, and it is therefore necessary to hold an election. We are ideally looking for an individual who wishes to become an active participant in the governing body and who is able to contribute their time both during the school day and in the evenings. Training can be provided to assist with the role and the ability to visit both schools within our Federation is essential.

If you are interested in being a candidate please complete the attached slip, proposed and seconded by another parent and forward it to the Returning Officer at the school, to arrive no later than Friday 8<sup>th</sup> December. It is recommended that candidates supply a short personal statement (not more than 50 words) about themselves for circulation to voters.

Candidates should be aware of certain disqualification clauses relating in particular to bankruptcy and criminal convictions. If you are in any doubt about your eligibility to stand for election please contact the Returning Officer who will be able to supply you with further details.

The main duties and responsibilities of school Governors are set out overleaf. It should be noted that an elected Parent Governor is appointed for a 4 year term and may continue in office even though their child may have left the school part way through their 4 year term of office.

If the number of candidates exceeds the number of vacancies you will be sent voting slips and details about the electoral process via your child. The results of the election will be placed on the school notice board.

Any queries relating to this election should be made to the Returning Officer at the school.

Yours sincerely

Mrs C Fussey  
Returning Officer

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**Our Key Values:** Commitment to Achieve, Caring, Respect, Co-operation, Happiness, Independence





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**To The Returning Officer Nettleton Community Primary School.**

I, \_\_\_\_\_  
(Full name in block capitals).

Address \_\_\_\_\_

wish to stand for election as a Parent Governor of the above school.

Signed \_\_\_\_\_

Nomination proposed by \_\_\_\_\_ Signed \_\_\_\_\_

Nomination seconded by \_\_\_\_\_ Signed \_\_\_\_\_

(Both of whom are parents of pupils registered at the school).

**Please indicate below the skills and experience you have to support your application to become a school governor**

**Development**

- Financial Planning
- Project Management
- Contracting Services
- Building Maintenance
- Health & Safety
- Data Analysis
- ICT
- Human Resources
- Legal Knowledge
- Recruitment of Staff

**Community Engagement**

- Business Connections
- Community Engagement
- Fundraising
- Communication Skills
- Interest in Education
- Team Working
- PR/Marketing & Media

**Leadership**

- Decision Making
- Strategic Planning
- Time Management
- Leadership
- Conflict Negotiation
- Problem Solving
- Performance Management
- Mentoring and CPD

**Please provide a short personal statement about yourself (not more than 50 words and continue overleaf if necessary).**

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DUTIES OF A GOVERNOR

Governors are not expected to be involved in the day to day management and administration of the school, but rather to set strategic plans for the school and to provide the Head Teacher with guidance on general principles.

Whilst it is difficult to define in precise terms what all the duties of a Governor are, the following are among them:

To work as a member of the Governing Body for the best interests of the school.

Attend the regular meetings and special meetings of the Governing Body as well as meetings of any Committees to which they have been appointed.

Become familiar with general educational issues and developments.

Take an interest in school activities.

Promote the school within the local community.

Be able to commit time to the duties and responsibilities of a Governor.

Be prepared to become involved in:-

- staff appointments;
- pupil discipline;
- the school curriculum;
- the financial management of the school;
- Health and Safety matters;
- Governor Training;

Governors have an increasingly important role and attending termly meetings only is not enough. It is essential that the person appointed must have and maintain a keen interest in the work and welfare of the school. Inevitably visits must be made to see the Head Teacher and what the school is doing; to play an active part in the public and social life of the school. Governors also have the task of being the immediate “lay” support for the professional staff in the school.

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