



November 2016

Dear Parent/Carer

Election of a Parent Governor

The Priory School Governing Board plays an integral part in the strategic direction of the school. Governors and the school Senior Leadership team work collaboratively together to ensure that the Governing Board are able to carry out their three main strategic roles:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its students, and the performance management of staff;
3. Overseeing the financial performance of the school and making sure its money is well spent.

Additionally, the Governing Board is responsible for ensuring that the school meets any relevant legal requirements. We do this by creating, and keeping under review, a policy framework that allows the Headteacher and staff to remain firmly in control of the day to day running of the school.

The Priory School is a Foundation school with 16 Governors sitting on the Governing Board;

Governor Category	Number		Number
Partnership Governor	2	Co-opted Governor	9
Local Authority Governor	1	Staff Governor	1
Parent Governor	2	Headteacher	1

The Governing Board is divided into 3 committees: Leadership and Achievement, Student Wellbeing and Strategic Resources. This ensures that we are able to monitor activities in school and do our best to be a critical friend. In practice, although the Governing Board and each of its main sub-committees meet regularly every term, Governors find that a valuable and enjoyable part of the job is visiting during the working day to develop their understanding of the school and to talk with the staff and students. We work with the school to make sure that the needs of the whole school community are satisfied and that The Priory School is a happy, safe and stimulating environment for the students and that they will look back on their school days as the best days of their lives.

There is currently a vacancy for a parent Governor on the Governing Board and applications from minority ethnic groups are most welcome. The Governing Board is looking for people with certain skills/knowledge in order to balance our overall skill set. We will ask candidates to complete a self-audit online of their skills, (this will be confidential), once an expression of interest has been received by the Chair of Governors.

We are looking for a parent Governor with the following areas of expertise:

1. Knowledge/experience in business accounting
2. Basic legal knowledge (for business)
3. Experience/exposure to local planning procedures/requirements
4. Local business contacts.

To get a fuller understanding of the role and expectations of a school Governor please visit The Priory School website (Governors) where you can read and download a number of documents.

Election process

If you would like to stand for election to become a parent Governor please complete and return the attached nomination form to the school office by Tuesday 22nd November. You will need to ask another parent of a student at the school to sign the form as your proposer ("seconded by" on the attached form). Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school may **not stand** for election. Please be aware that regulations require everyone elected or appointed to a Governing Board to undergo a criminal background check. This is to ensure the safety of the students. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

Please give brief details about yourself, (not more than 80 words), on the nomination form. If an election is needed these details will be copied and sent to all parents with the ballot papers. Please note that the 80 word limit will be strictly enforced. Any statement with more than 80 words will be returned to the candidate for amendment.

If only one nomination is received then the person nominated will be deemed elected unopposed. If there are no nominations, the Governing Board has the duty to appoint a parent Governor to fill the vacancy. The Governing Board has determined that the term of office for a parent Governor is 4 years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary we will send every parent a ballot paper by Thursday 24th November. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent Governor, a parent is:

- someone who has parental responsibility*
- someone who looks after the child on a day-to-day basis (but does not have "parental responsibility").

*A person has 'parental responsibility' if

- she is the child's natural mother;

or

- he is the child's natural father and **either** was married to the mother on the day of the child's birth or subsequently **or** has entered into a legal parental responsibility agreement with the mother **or** has been granted a residence order from the court directing the child will live with him **or** registered or re-registered the child's birth after 1st December 2003.

or

c. the child lives with that person as the result of a court order.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me.

Yours sincerely

Chair of Governors