

Mrs L Keogh
Headteacher
Ellingham Road
Chessington
Surrey
KT9 2JA
Telephone: 0208 397 3864
office@elp.rbksch.org

Thursday 29th April 2021

PARENT GOVERNOR VACANCY

Dear Parents/Carers,

We currently have a vacancy for **one** parent governor and are seeking nominations for an enthusiastic and committed parent or carer to join the governing board.

The core functions of the governing board are:

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

The term of office for all governors is four years.

At Ellingham Primary School, we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a governor. The governing board's main tasks are to support the school, ensure that all pupils receive a high-quality education, and plan for future development. Parent governors are welcomed as valued members of the team and play a vital role in supporting and driving strategic improvements in the school.

Governors currently meet as a board four times a year and meetings usually run early in the morning or 6.30 to 8.30pm. In normal times meetings are held at the school but are currently being held remotely due to the pandemic. We also have a Resources and Finance committee, and Children and Achievement committee that meet once or twice a term. All governors are invited to join the committee that matches their skills and experience, or interests. Governors are also expected on occasions to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

We offer new governors a comprehensive and supportive induction and each new governor is assigned a mentor. Full training for the role is also provided through Achieving for Children Governor Support.

If you are interested in becoming a governor, or wish to nominate someone else, please complete the attached form, which must be submitted to the school office by **12.00 noon on 13th May 2021**.

Candidates may also, if they so wish, submit a personal statement in support of their candidacy (no more than 100 words).

When making a nomination, you should believe that the nominee has the skills and commitment to undertake the role and is committed to working with other governors and the headteacher to promote high standards and strategically develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

Should you have any questions about the role please do not hesitate to contact me via the school office.

If there are more nominations than vacancies, an election will be held. Candidates will be notified, and all parents/carers will be sent a voting paper. For equality purposes, canvassing in any form (including social media) is not permitted.

Yours sincerely,



Jo Merritt
Chair of Governors

PARENT GOVERNOR NOMINATION FORM

Please complete section one for self-nomination and refer to the information on the reverse of this form to make yourself aware of the circumstances that a person may not be permitted to stand for the role of school governor. If you are nominating someone other than yourself, please complete section two of this form, reviewing the reverse of this page to ensure that the individual in mind is suitable for the position.

Section one – self nomination

I wish to nominate myself for the role of parent governor at Ellingham Primary School. I have read the information on disqualification and confirm that I am eligible to stand for election.	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	

Section two – nominating someone else

I wish to nominate another parent for the role of parent governor at Ellingham Primary School. I confirm that I have informed the parent of my intention to nominate them and they are willing to be nominated for election.	
Nominee's details	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	
Person being nominated	
Name:	
Email address:	
Name of child:	

Child's class:	
Signature:	I have read the information on disqualification and confirm I am eligible to stand for election.

Please return your nomination form to the school office no later than **12.00 noon on 13th May 2021**.
The returning officer for this election is **Helen Sheffield, School Business Manager**.

If there are more nominations than vacancies, an election will be held and all parents will be sent a voting paper.