

To the parents/carers of pupils  
at: Pinewood Infant School

Dear Parents/Carers

### **Nominations for parent governors**

One of our parent governor periods of office has just come to an end so we have a 'parent' vacancy on our governing body.

We are looking for parents who have children at the school. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the headteacher for further advice.

We are looking for parents who have the skills required to contribute to effective governance and the success of the school. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills. We are looking for someone who has a commitment to ensuring our nurturing and successful school is the very best it can be.

The wide range of matters of which governing bodies are responsible come under three main headings:

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

Governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn. This would involve your attendance at meetings, regularly coming into school to undertake observations in classrooms, work scrutinies in books and taking up a link governor role throughout school such as key stage 1 link governor. You would also need to undertake governor training courses where appropriate and play an active part in evaluating school performance.

The governing body of Pinewood Infant School would specifically welcome nomination from parents with the following skills:

- Have effective communication skills to be used in meetings, with staff, children and even the odd OFSTED inspector!
- An availability and commitment to attend governing body and committee meetings
- Able to attend identified training and development opportunities linked to the governor role
- Able to attend during school time to carry out monitoring activities as part of their link role – approximately 1 day per term
- Is impact driven and ambitious in their support of the school and its Vision and Values
- Is able and willing to work as a team member and to accept collective responsibility
- Has an interest in children's education and schools, current educational issues and challenges facing schools
- Understands and respects confidentiality
- Enthusiasm

We seek to recruit and/or develop governors with the skills to work constructively in committees, chair meetings and to lead the governing body.

Our parent governors serve a four year term of office (even if your child leaves the school during this time). We meet three times a year as a whole governing body and have two sub committees Strategic and Pupils and Finance and Personnel and these meet once per term. There is an expectation within our code of conduct (copy attached) that each governor will become a member of a committee and will take on additional responsibilities as a link governor.

We offer a full induction package, a mentoring system and availability of in-house, central and on-line training packages. We also offer the opportunity for prospective governors to meet the chair/vice chair/other governors to discuss the role.

Parents/carers from Black and Minority Ethnic backgrounds, from the Lesbian, Gay, Bisexual and Transgender community, and with disabilities, are usually under-represented on governing bodies and in the County. The school would like to encourage nominations from under-represented groups in our community.

**All new and re-appointed school governors are required to complete a declaration of eligibility form.**

If you wish to complete a nomination form to become a parent governor, you need to:

- a. Check that you are eligible by reading the attached qualifications and disqualifications criteria.
- b. Complete the nomination form (once you are satisfied that you are eligible to become a governor).
- c. Include a statement, **up to 80 words**, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- d. Each nomination must be received at the school by 10.00 am on Monday 15th January 2018.  
It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the school. Electronic nominations must be returned to [office@pinewood.notts.sch.uk](mailto:office@pinewood.notts.sch.uk) by 10.00am on Monday 15th January. A sealed ballot box will be available in the school for hand deliveries and located in the main entrance area. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child.

Your nomination should be acknowledged by the headteacher within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

In accordance with the School Governance (Constitution) (England) Regulations 2012, an elected member of the Local Authority (LA) or school staff who are paid to work at the school for more than 500 hours in any consecutive twelve month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and can be governors at another school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the headteacher should an election be necessary.

If you have any further queries about the role of parent governor, please contact the headteacher of the school, other members of the school governing body or Nottinghamshire County Council Governor Services on telephone number 0115 9772672.

Yours sincerely

Rachel Otter  
Head Teacher