

Priory Woods School & Arts College, Tothill Avenue, Middlesbrough, TS30RH

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[www.priorywoods.middlesbrough.gov.sch.uk](http://www.priorywoods.middlesbrough.gov.sch.uk)

4<sup>th</sup> December 2024

Dear Parents

### **Are you interested in becoming a Parent Governor?**

I am writing to invite parents, guardians and carers of registered pupils to put their names forward for election to serve as parent governor of this school. We have one vacancy at the moment.

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of parent governors, staff governors, co-opted governors and an authority governor.

The governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more than one nomination, than a ballot will be held.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body. If you are someone with the required experience or skills, would you consider applying? Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to ask questions, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

Our governing body expects governors to:

- Attend termly meetings of the full governing body;
- Sit on a committee and attend the meetings which are usually once a term;
- Visit the school formally for monitoring purposes termly;
- Commit to attend training courses, perform additional research as required and take part in monitoring areas within the school.

In return, our governing body commits to:

- Provide you with a structured induction;
- Provide access to quality training via the Governor Development Service Training Programme;
- Provide you with an experienced governor as a mentor.

In accordance with new legislation for Safeguarding Children, any appointment is subject to an application being made to the Disclosure and Barring Service for a criminal records certificate. The aim of this check is to protect children and vulnerable young adults from abuse of any kind.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can vote in the election and is eligible to stand for election subject to the following disqualifications:

- You work at the school for more than 500 hours (i.e. for more than ½ of the hours of a full-time equivalent in a school year);
- You are under 18 years of age;
- You are declared bankrupt or have a composition or arrangement with your creditors;
- You have been convicted of an offence: full details available from the Governor Development Service.

A copy of our code of conduct is enclosed with this letter but if you would like to find out more about how you contribute to governance at our school, please email me with your contact details and I will pass them onto our Chair who will arrange time for a conversation with you.

**If more nominations are received than the number of vacancies an election will be held.**

**All nominations require the support of two other parents (from different families).** A signed declaration should be sent to the school office by **10.00am on Monday 6<sup>th</sup> January 2025.**

If a ballot is to be held papers with the name of the candidates and their details will be sent home with the children, so please watch out for the letter. Each parent will have one vote per vacancy regardless of the number of children you have in the school. The ballot is secret; you must send or post the ballot papers back in a sealed envelope marked "Nomination of Parent Governor" by the date specified on the ballot papers. All the votes must be in by **10.00 am on Friday 17th January 2025** and those standing for election will be invited to attend whilst the votes are counted.

Please think about standing for this important role or encouraging someone else to do so.

Yours sincerely

Head Teacher and Chair of Governors



NOMINATION FORM FOR A PARENT GOVERNOR

Election for a Parent Governor at Priory Woods School

Name.....

Address.....

Postcode.....Telephone No.....E-mail.....

Name and year group of children.....

Why I would like to be a governor (no more than 100 words).....

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I am willing and eligible to stand for election as a parent governor at Priory Woods School

Full Name .....

Signed .....Date .....

**In signing this form you are confirming that you wish to be put forward as a prospective parent governor and that you agree to an enhanced Disclosure and Barring check.**

**Details of 2 supports**

1. Name .....

Address .....

Parent of (name and age of child/ren) .....

Signature .....

2. Name .....

Address .....

Parent of (name and age of child/ren).....

Signature .....

**THE COMPLETED FORM SHOULD BE RETURNED TO THE DIRECTOR OF RESOURCES BY MONDAY 6<sup>TH</sup> JANUARY 2025**

