



# Blue Coat Church of England Academy

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Website: www.bluecoatacademy.org  
Principal: Mr D Smith

13<sup>th</sup> September 2018

Dear Parent/Carer

## Election of Parent Governors

I am writing to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for two parent governors and there is currently one vacancy.

The governing body, with the Principal, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

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

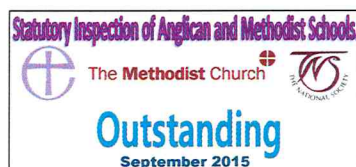
The role of governor can be demanding but very rewarding. Parent governors serve a year term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include:

- attending meetings of the governing body, usually outside of school hours and contributing to governing body business;
- reading reports and papers and keeping up to date on the progress the school is making; and
- visiting the school from time to time during the school day.

You will be expected to sign a governors' Code of Conduct, and to have:

- a strong commitment to the role and improving outcomes for children;
- the inquisitiveness to question and analyse;
- the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English (unless a governing body is prepared to make special arrangements); and
- sufficient numeracy skills to understand basic data.

No special qualifications are needed. However a DBS check is a statutory requirement and must be applied for within 21 days of election/appointment. The most important thing is to have a keen interest in the school and be prepared to play an active part in the governing bodies work. However, we would particularly welcome nominations from parents with skills in finance or law. Training is available for all governors and this governing body has an expectation that those new to being a governor attend induction training.



Parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than **Noon on Friday 21<sup>st</sup> September 2018**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent. If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

We must stress that new statutory guidance advises that the governing body publishes online for each governor certain information including their full name, relevant business interests, whether a governor serves on another governing body and relationships with staff in the school. There is a statutory requirement for all governors to have a DBS check and you would be expected to abide by and sign a code of conduct.

May I take this opportunity to thank you in advance for your support in this matter.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'D. Smith', written in a cursive style.

Mr D. Smith  
Principal

## Nomination Form

### Election of Parent Governors at Blue Coat Church of England Academy

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Being the parent/carer of (name of pupil): \_\_\_\_\_

Signature of person nominated: \_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_

Name and address in BLOCK letters of proposer (if different to nominee):

\_\_\_\_\_

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor (subject to DBS check).

I confirm a) that I am willing to stand as a candidate for election as a parent governor and b) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

I understand that neither the Principal or the Academy Trust Members bear responsibility for the validity of any statement made above.

Signature: \_\_\_\_\_

Return it to the school no later than **Noon on Friday 21<sup>st</sup> September 2018**