

Tuesday 6<sup>th</sup> October

Dear Parent,

**Election of Parent Governor**

I am writing to inform you that there is a vacancy for a parent governor on the governing body of Manston Primary School.

As a parent of a child at the school you are entitled to stand as a candidate and vote in any election. A nomination slip is attached. If you wish to offer yourself as a candidate to become a parent governor you should complete the slip and return it to the Head Teacher **by Tuesday 20<sup>th</sup> October.** ***You are not eligible to be a parent governor if you work at the school for more than 500 hours per year. You are also not eligible to be governor if you fulfil any of the disqualification criteria listed on the eligibility form.***

If the Head Teacher receives the required number of nominations then those persons will be automatically declared as parent governors. If there are more nominations than places then a ballot of all parents will be held to select the parent governors. For this purpose nominees are invited to prepare a short statement which will be circulated with the ballot forms. Space for this is included below the nomination slip. The length of the statement should not be more than 200 words. (The Head Teacher has the right to reduce any statements over and above this limit).

Parent governors can participate positively in the running of the school. The other governors will include teacher, non-teaching representatives, governors appointed by Leeds City Council and representatives from the local community. All governors share in the important job of running the school. No special qualifications are needed other than a commitment to the school and some time to spare. The bringing together of governors from a wide range of interest groups in itself provides a wide range of skills that can benefit the school.

Please note that elected governors will be asked to complete a self-declaration proforma to confirm that they are eligible to serve as a governor.

Leeds city council does offer training and support for governors so no parent should feel deterred from putting themselves forward as a school governor. If you would like some more information before deciding whether to stand either contact the Head Teacher at the school or the Governor Support Service at Merrion House on Leeds 0113 247 5560). Parent governors serve a four year term of office irrespective of whether their child leaves the school during the term of office.

Please do give some thought to standing as a parent governor. Thank you.

Yours sincerely  
Pauline Quick  
Head Teacher

## **ELECTION OF PARENT GOVERNOR(S) - NOMINATION FORM**

To the Head Teacher at Manston Primary School.

I wish to nominate myself as a candidate to be a parent governor at the school.

I am the parent of .....

I do/do not include a personal statement.

Please print name and address. (Please note that the address details will go out on the ballot forms. Please indicate if you would like them blocked out).

Name .....

Address .....

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

-----

### **PERSONAL STATEMENT (in not more than 200 words)**

Write a few lines about yourself. What you do and what your interests are will help other parents decide who to vote for. Below are a few suggestions of areas you may like to give information on.

- Experience you have which may be useful
  - Family e.g. number of children, age(s)
  - Interests e.g. voluntary work, hobbies
  - Why you would like to be a governor
  - Anything else you would like to say
- Please note that this statement will be typed for you.

---

---

---

---

---

---

---

---

---

---

---

---