



To the parents of pupils at: **The Kimberley School**

Dear Parents/Carers

Nominations for parent governors

The governing body of our school has 1 vacancy from 21 January 2012 for a parent governor and is looking for parents who are interested in this role and 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.

In accordance with the School Governance (Constitution) (England) Regulations 2007, an elected member of the Local Authority (LA) and school staff who are paid to work at the school for more than 500 hours in a school year 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 staff can be governors at another school.

Governing bodies are responsible for a wide range of matters which come under three main headings: Strategic Direction; Support Monitoring and Evaluation; and Ensuring Accountability. Duties include management of the school budget, school effectiveness, preparation for Ofsted inspection and involvement in a variety of personnel and pupil issues. In your role as a school governor, you will be supported in these duties by other experienced members of the governing body, the headteacher, clerk to the governors and the LA.

The governing body works together as a group, meeting at least three times per year. If you are thinking of standing as a governor, remember that you will need to attend a minimum of three meetings a year, plus committee meetings during each term. As a governor, you will normally hold office for a period of 4 years, even if your child leaves the school during this time. You can, however, resign from the governing body at any time.

Parents from ethnic minorities and with disabilities are generally under-represented on school governing bodies in the County. The school would like to encourage nominations from under-represented groups in our community.

The Kimberley School welcomes all visitors. We recognise that the campus may present access difficulties for some individuals. Would visitors with additional needs please contact main school reception prior to their visit to discuss any reasonable adjustments we can make.

www.kimberleyschool.co.uk

All new and re-appointed school governors are required to undergo a check against the children's barred list to ensure that they are not barred from undertaking this regulated activity, and complete a declaration of eligibility form.

If you would like to be nominated as a parent governor, you need to:

- (a) Check that you are eligible by reading the enclosed eligibility criteria.
- (b) Once you are satisfied that you are eligible to become a governor please complete the nomination form.
- (c) Ask two other parents or carers from different families, who also have children at the school, to each sign one of the boxes 1 and 2 (one to propose, one to second your nomination);
- (d) If you wish, you could include a statement, **up to 80 words**, about yourself 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.
- (e) Each nomination must be received at the school by 10.00 am on Tuesday 29 November 2011. 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. 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. A sealed ballot box will be available in the school for hand deliveries, details of its location will be found on a notice in the entrance to the school.

Your nomination should be acknowledged by the headteacher/returning officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the 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 governor services at your local area base (Meadow House telephone number 01623 433356 or Home Brewery Building telephone number 0115 8546057).

Yours sincerely



Headteacher

Nomination form

Election of a parent governor to the school governing body

School: The Kimberley School

Please note if you are an existing parent governor and your term of office is coming to an end you will need to complete the nomination form if you wish to stand again.

Full name of nominee (block capitals) Title: (Mr/Mrs/Miss/Ms etc.)	address and postcode
Parent of:	Class:
I have read the declaration of eligibility and confirm that I am eligible to be a school governor. Signature date	
In the event of a ballot being needed, please indicate if you wish your address to be shown on the ballot form. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> (tick as appropriate)	
1. Full name of proposer (block capitals) Title: (Mr/Mrs/Miss/Ms etc.)	
Signature:	
Parent of:	Class:
2. Full name of seconder (block capitals) Title: (Mr/Mrs/Miss/Ms etc.)	
Signature:	
Parent of:	Class:

If you wish, enter brief personal details of **not more than 80 words**. (See covering letter)

This form must be returned to the school by 10.00 am on Tuesday 29 November 2011.