

Monday 17th February 2020

Dear Parent/Carer,

**Governing Body of Templemoor Infant and Nursery School
Parent Governor Elections - Nominations**

I am writing to let you know that the term of office for **two** of our serving parent governors expires shortly and there will be two positions available to serve on the Governing Body at Templemoor Infant and Nursery School.

Becoming a governor is a very rewarding and worthwhile experience. Effective governors do not need educational expertise but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

They also need to be able to work as an enthusiastic member of the governing body team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the school.

The prime focus of the Governing Body is to develop the strategic direction of the school, be accountable to stakeholders and to ensure that financial resources are spent appropriately.

Governors also have a number of opportunities to access training or development to enhance their knowledge and skills.

It is important to note that governors are elected or appointed to bring the experience of that individual as a member of the Governing Body. Once elected, parent governors are a representative parent but not a delegate. This means they are not expected to report back to parents on any matters relating to the school or Governing Body without prior consent from the Governing Body.

The Governing Body welcomes nominations from individuals with the following skills or experience: data analysis/ finance management/ human resource management/ local community knowledge/ community services/ premises & buildings management/ commercial / special needs awareness/ health and safety/ leadership and management/ teaching/ marketing and PR.

Further information about the commitment and role of a governor can be gained by visiting the school website and/or the National Governance Association website www.nga.org.uk/Be-a-Governor.aspx.

I am therefore inviting you to consider standing in the election to become a parent governor. Before completing the attached nomination form, please remember that:

- (a) a person nominated must be a parent/carer of a pupil registered at the school;
- (b) a person nominated must sign the form to show that he/she is willing to be a governor;
- (c) a parent/carer cannot stand for election if they work at the school for more than 500 hours in a twelve month period or if they are an elected member of the local authority;
- (d) a person nominated should complete the enclosed declaration of eligibility form and sign to say that they are not disqualified from being a governor;
- (e) in accordance with Keeping Children Safe in Education, we ask governors to provide the names and addresses of two referees;
- (f) becoming a governor does require an Enhanced DBS check;
- (g) the term of office for a parent governor is 4 years;
- (h) every eligible parent is entitled to vote in a ballot process;
- (i) all nominations must be returned to the school by **12 p.m. on Monday 2nd March 2020 (either by email to admin@templemoor.trafford.sch.uk, or by hand).**

Following receipt of all nominations by the stated closing date and time, if there are the same numbers of nominations as positions available, those parents will be duly elected. If however there are more nominations than positions available, a secret ballot will be held. Therefore all nominees are asked to provide a personal statement about themselves to assist with the voting process.

All newly elected and re-elected governors must complete a declaration of eligibility form to certify that they are not disqualified from being a governor. To ensure from the outset that candidates are eligible, the person nominated is asked to read and sign a pre-appointment declaration of eligibility form.

If you are considering standing in the election and would like some further information (on the work involved in being a governor, for example) please do not hesitate to contact me.

Yours sincerely,



Stuart Hodgson
Headteacher