

9 March 2009

Dear Parent/Carer

Election of Parent Governors

I am writing to invite you to consider standing for election as a parent governor for this school or to nominate another parent to do so. There are currently 3 vacancies due to the implementation of the schools becoming Trust status and reconstitution of the governing body. We are welcoming nominations from both schools in the Federation; currently we have 3 parent governors from The Malling School.

Every Kent school has a governing body; our Federation governing body across two schools includes a number of categories of governors including parent governors. All schools have between three and seven parent governors who are elected to serve for a period between one and four years, though they may resign at any time.

Together with the Executive Principal, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. In order to support governors in their work, the County Council provides full training for all governors at no charge to the individual.

In the Federation Governing Body, we have 6 parent governors and would welcome equal representation i.e. 3 parent governors from each school, but more importantly supportive parents who can afford time to the schools. Governors serve for a term of office of four years. The full Federation Governing Body normally meets 3 times a year usually at 5.00pm and, in addition, there are Team meetings which also meet each term. (Depending on which Team you agree to join).

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to me within two weeks, i.e., by 23 March 2009. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 100 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the school.

Because appointment as a school governor will give access to children there is currently a requirement for governors to undertake a check against the DCFS list 99 (the list of teachers and others banned or with restrictions imposed on them from working in schools with children and young people).

I do hope you will consider standing as a governor or else nominating another parent/carers. If you would like more information about being a school governor, please contact another governor, the School Governance on 01622 605160, or Clerk to Governors 01634 240416 for more information.

Yours sincerely

Ian Hobson
Executive Principal

Example - Nomination Form

ELECTION OF PARENT GOVERNORS

PLEASE RETURN THIS FORM TO THE SCHOOL NAMED BELOW WITHIN TWO WEEKS OF THE DATE OF THE COVERING LETTER. I.E. BY 23 March 2009

Name of the school _____

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election (he or she must be the parent/carer of a child registered at the school named in 1);

Name _____

Address _____

Signature of person nominated _____

Parent /Carer of _____ (Name of Child/ren)

Signature of proposer _____

Name and address in BLOCK letters of proposer _____

Parent/Carer of: _____ (Name of Child/ren)

Signature of seconder _____

Name and address in BLOCK letters of seconder _____

Parent/Carer of _____ (Name of Child/ren)

Please note:

(I) Further nomination forms can be obtained from the Headteacher. A parent/carer may not propose

or second more nominees than there are vacancies for parent governors.

(II) People who are bankrupt, or have recently been sentenced to 3 months or more of imprisonment

(without the option of a fine), may not serve as governors. For full details of the disqualification rules please refer to the school. Because appointment as a school governor will give access to children there is currently a requirement for governors to undertake a check against the DfES list 99 (the list of teachers and others banned or with restrictions imposed on them from working in schools with children and young people.

(I) A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LEA or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full time equivalent) in a school year (at the time of election).

(II) The term "parent" includes guardians, foster parents and any person who has actual custody of a child.