



## Bishop Wood C of E Junior School

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Mr G Stanley, Headteacher

Thursday 18<sup>th</sup> January 2018

Dear Parent/Carer

There is a vacancy for a parent governor on this school's governing body. As a school governor, you would be part of the largest group of volunteers in the country. Governors' responsibilities are wide-ranging and activities include monitoring visits to the school and contributions to the school development plan. An induction process is offered to all new governors.

If you would like to stand for election, please complete and return the attached form to the school office, either as hard copy or via email on [admin@bishopwood.herts.sch.uk](mailto:admin@bishopwood.herts.sch.uk) by 12.00 on Thursday 1<sup>st</sup> February. You will need to ask another parent of a pupil at the school to sign the form. Please be aware that regulations require everyone elected or appointed to a governing body to undergo a DBS (Disclosure and Barring) check and to supply two character references. This is to ensure the safety of the pupils. If you are elected, and you subsequently decline to undergo such checks, you will disqualify yourself.

Please give brief details about yourself (**not more than 80 words**) on the form. If an election is needed these details will be copied and sent to all parents with the ballot papers. **Please note that the 80 word limit will be strictly enforced and result in additional wording being deleted.** Statements should be typed and must be checked carefully before being sent to the office as they will not be edited prior to circulation.

If the number of nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parent governors to fill the remaining vacancy. The governing body has determined that the term of office for a parent governor is 4 years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary, paper copies of ballot papers will be sent out on Friday 2<sup>nd</sup> February. The closing date for receiving ballot papers is 12.00 on Friday 9<sup>th</sup> February.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may **not stand** for election.

Each parent will have one vote regardless of how many children they have at the school. Ballot papers will be sent out by email but must be printed and returned to school in hard copy. Printed ballot papers will be available from school upon request. All ballot papers must be returned in a sealed envelope marked 'Parent Governor Election' and have no other identifying features. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

*Parents (including carers) of registered pupils at the school. "Parent" is defined for the purposes of the Constitution Regulations as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.*

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me. More information about the role of school governor is available from the school office. Alternatively, Beth Townsend (Chair of Governors) and I will be available on Thursday 25<sup>th</sup> January between 9.00 and 10.00 for anyone to come in for an informal chat about the role.

Yours sincerely

Gary Stanley  
Headteacher

