



Dear Parents and carers

We have **2** places on the Board of Governors of Sudley Infant School for parent governors, effective from the date of the next Full Governors' meeting on Friday October 9 1.00pm via Zoom.

A parent governor is defined as "a person who is elected as a member of the governing body of the school by parents of registered pupils at the school, who has a child attending at the time of the election". A parent governor of a county, controlled or maintained special school is elected, at present, for a 4 year term of office. The governing board, with the Headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

- ✓ Ensuring clarity of vision, ethos and strategic direction;
- ✓ Holding the Headteacher to account for the educational performance of the school and its pupils; and
- ✓ Overseeing the financial performance of the school and making sure its money is well spent.

The role of governor can be demanding but very rewarding. Parent governors serve a 4 year term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include:

- ✓ attending meetings of the full governing board, usually held at 6.00pm three times a year and contributing to committee meetings held during the school day
- ✓ reading reports/ papers and keeping up to date on the progress the school is making
- ✓ visiting the school from time to time during the school day for learning walks
- ✓ Parent governors find it a great way to connect more fully with the school and support it's work

You will be expected to sign a governors' Code of Conduct, and to have:

- ✓ a strong commitment to the role and improving outcomes for our children
- ✓ the inquisitiveness to question and analyse
- ✓ the willingness to learn
- ✓ good inter-personal skills
- ✓ appropriate levels of literacy in English
- ✓ sufficient numeracy skills to understand basic data.

**We are encouraging parents to apply who reflect the cultural diversity of our school community. Parents with business skills, HR, legal, an understanding of education issues and creative industries are particularly welcome to join us.**

#### Nomination Procedures

If you wish to stand for election, you are required to complete a form (self -nomination) – please see overleaf. All nominations and personal statements need to be returned to school by 12 noon on Thursday, October 1. You are welcome to contact me for a telephone appointment should you require any information about being a governor.

#### Procedures for Nominees

Candidates will be given the opportunity to write a personal statement (up to 250 words) in support of their candidacy, which will be sent to parents with the ballot papers.

#### Election Procedures

1. The Headteacher will be the returning officer – assisted by an Assistant Headteacher.
2. The electoral method used will be 'first past the post'.
3. A parent has only one voting paper. The information regarding the number of votes will be on the voting paper and will relate to the number of vacancies.
4. Ballot papers will be sent out by 'pupil post' and should be returned to the school.
5. Please return the small envelope, with one voting paper per parent inside, to school.

**Dates to note-** Thursday October 1 - Parent governor nominations and personal statements to be received by 12 noon. (Please email to [sudleyi-ao@sudley-inf.liverpool.sch.uk](mailto:sudleyi-ao@sudley-inf.liverpool.sch.uk))

Friday 2 October - Ballot papers, personal statements from candidates to be sent home.

Wednesday October 7 - Election. A ballot box will be situated on the school playground from **8.40 am – 9.00am after which time** the ballot box will be placed in the school office. Please do not send papers into school in the children's book bags.

Wednesday October 7 - Count of ballot papers. Election result – a text will be sent to parents as soon as possible.

Friday 9 October – First full governors' meeting at 1.00pm via Zoom

Kind regards  
R Thomas

Headteacher



**SUDLEY INFANT SCHOOL GOVERNING BODY  
ELECTION OF PARENT GOVERNOR, September 2020**

**NOMINATION FORM**

Name .....

Address .....

Home email address.....

Telephone number .....

Names of child/children attending the school and their class/classes

.....

.....

Signed .....

Please return this form, together with a statement in support of your application (maximum 250 words) by email to the School Office [sudleyi-ao@sudley-inf.liverpool.sch.uk](mailto:sudleyi-ao@sudley-inf.liverpool.sch.uk) by 12 noon on Thursday October 1, 2020 Thank you.