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## St James' Church of England Junior School

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**Headteacher:** Mr Andrew Beattie

*"With exploring minds, and faith; we grow and learn together."*

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11<sup>th</sup> September 2020

Dear Parent

### **PARENT GOVERNOR ELECTION**

I am writing to inform you of a vacancy on our school Governing Body for a Parent Governor. We would be especially keen to appoint someone to the Governing body with a background in finance, budgeting or cash handling, although welcome applications from all parents.

**THE NOMINATION OF PARENTS AS CANDIDATES** - Each parent of a pupil attending the school is given the opportunity of putting their name forward with a view to becoming a parent governor. If you want to submit a nomination on your behalf you should do so, in writing, to the clerk, Mrs H Maiden. Letters of nomination must be countersigned by two sponsors, who must also be parents of children currently attending the School. The closing date for the receipt of nominations by the school is Friday 25<sup>th</sup> September 2020. In the event of there being no more than one nomination, the person nominated will automatically become a Parent Governor.

**THE ELECTION PROCEDURE** - If the school receives more than one nomination then an election by secret ballot will be held to allow parents to decide who they would like to represent them. Elections will be held as soon as possible. Each parent of a child who at the time of the election is a pupil at the school will be entitled to vote. Following an election, parents will be told the name of the successful candidate. Prior to the election, the clerk will issue all parents with further details concerning the way in which the ballot (which will be entirely secret) is to be organised and supply the official ballot papers.

**CANDIDATES' CONTRIBUTION TO THE ELECTION** - Candidates will be given the opportunity to write a short statement, which will be circulated to all parents of the school. Should candidates wish to seek support in any other way, this will be entirely their own responsibility.

**TERM OF OFFICE OF PARENT GOVERNORS** - An elected parent governor will hold office for a period of four years.

**PARENTS' PARTICIPATION** - It is very important for the efficiency and effectiveness of schools that parents should be encouraged to have an active involvement in their children's education. Consequently, parents are encouraged to participate and take an interest in the election process whether as candidates or voters. In this way all parents can have an effective voice concerning the running of their children's school and have a proper vehicle for the expression of their views regarding School policies.

If you have any queries at this stage regarding the subject of Parent Governors, would you please contact clerk, Mrs H Maiden, who will be pleased to try to help you.

Yours sincerely

Mr A Beattie  
Head teacher



SCHOOL  
MEMBER