

St Mary Magdalen's Catholic Primary School

Headteacher: Mr John Conway



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31 October 2023

Dear Parent/Carer

ELECTION OF PARENT GOVERNOR: PROPOSING CANDIDATES

I am writing to advise you that our governing board currently has a vacancy for one Parent Governor.

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. Our board is committed to support continuous school improvement to ensure the best possible outcomes for our pupils.

As the parent/carer of a pupil currently on roll you are eligible to stand as a candidate – eligible candidates include: mother, father, legal guardian, person having custody of a child on roll.

All candidates should be aware that the role of Parent Governor is not as a spokesperson for the views of parent/carers. The role of Parent Governor is the same as any other governor on the board, however they will be able to provide a 'parental viewpoint', i.e. representative parents/carers rather than representatives of parents.

As a maintained school we are bound by statutory guidance but this allows us to define the specific skills and experience we are seeking from a new Parent Governor. It is however for the parent/carer body to elect their choice of candidate. The purpose of publishing the information is to simply inform the electorate of the board's expectations, circumstances and ideal requirements.

I and members of the governing board would be more than happy to discuss the role and expectations placed on a governor. I would also advise that full training and support for this important role is provided through our Service Level Agreement with Achieving for Children Governor Support.

In line with our school Safer Recruitment Practice, an enhanced Disclosure and Barring Service (DBS) check and two character references will be sought if successfully elected.

If you wish to stand for the position of Parent Governor please submit the following details in writing by no later than 12 noon on Friday 10th November 2023 - either directly to the school office or by email to admin@st-marymagdalens.richmond.sch.uk :

- your full name, email address and the full name and class of your child/children at the school
- a personal statement (no more than 100 words)
- evidence of the extent to which you possess the skills and experience the governing board is seeking
- your commitment to undertake training and development to acquire or develop the skills to be an effective governor
- how you plan to contribute to the future work of the governing board
- if seeking re-election, detail your contribution to the work of the governing board during your previous term of office

For equality purposes, canvassing in any form (including social media) is not permitted.

If there is more than one candidate a voting paper, listing the names of all eligible candidates proposed and including any personal statements received by the due date, will be issued to all parents/carers. If there is only one candidate, then that candidate will be elected unopposed, in which case all parents/carers will be sent written notice of the names of the governor elected, together with their personal statement.

Details of how a person may be disqualified from being a governor are available at the school and will be issued to all candidates. Unless later disqualified, an elected Parent Governor may serve for a four-year term of office.

Further information about being a governor can be obtained from Achieving for Children, Governor Support:

Tel: 07971 373246

Email: governor.support@achievingforchildren.org.uk

Yours sincerely

John Conway

Headteacher