

26th March 2019

Dear Parents,

Re: Parent Governor Vacancies

There are currently, two vacancies for Parent Governors on the Academy Local Governing Body.

Anyone who has parental responsibility for a pupil on the academy roll at the time of the vacancy notifications is eligible to apply and nominate a preference for this position. If you wish to apply, please complete a nomination form and return it to Mrs Wildman (Head of Academy) by no later than 4pm on Tuesday 9th April 2019.

Our Parent Governors play a vital role on the Local Governing Body and we rely on them to keep in touch with the views of parents and the local community.

The Local Governing Body meets at least twice a term and you will hold office for a period of four years, even if your child leaves the academy during this time. You may however, resign from your post at any time.

If three or more nominations are received, I will arrange for ballot papers to be issued to parents which will include candidates' written statements, in order for parents to indicate which candidates they support. Completed ballot papers must be returned to the academy by no later than 4pm on Wednesday 1st May 2019

Votes of support will be counted and noted for consideration along with other criteria and stages in the application process which will include an informal meeting with the Head of Academy and Chair of Governors. Any applicants that receive no votes will be discounted from the application process.

If you would like any further information, please contact the Chair of Governors, Miss S Finney, at the academy on 01782 235055

Yours sincerely,

Mrs K Wildman
Head of Academy

Guidance on the election of Parent Governors

It is essential for effective governance that governor vacancies are filled as quickly as possible. This document provides guidelines for the appointment process of Parent Governors.

Who can stand to be a Parent Governor?

Applicants must be a Parent, guardian or sole carer of a child/children attending the academy.

Applicants must be aged 18 or over in order to stand in a parent election.

Applicants are not eligible to become Parent Governors if they work more than 500 hours per year at the academy at the time of application or if they are elected members of the local council.

Applying to be a Parent Governor:

The Principal will inform all parents of any vacancies, in writing, as soon as possible after they arise and will include the closing date and time.

There are three stages of the application process:

1. Written application:

Applicants will submit a written application which will include a 100 word written statement on their suitability for the role. The closing date for the written application should be 4pm on the 10th academy day following the written notification of a vacancy.

2. Vote of preference:

If there are more applicants than there are positions, there will be a vote of preference distributed to parents in order for them to indicate which applicants they support. This will be considered in the final appointment of applicants. If an applicant receives no votes on any of the valid ballots submitted, their application will not continue past this stage.

Votes of preference will be run as an academy sees fit ensuring that only parents cast votes.

If the number of applicants does not exceed the number of positions, there will be no vote of preference, the applicants will only be invited for an informal meeting.

3. Informal meeting:

Before final appointment, applicants will be invited for an informal meeting with the Principal (and/or Chair of Governors) to ensure that they are suitable for the role.

Applicants will be considered based on the Academy's current strategic aims and the skills that applicants can bring to the Local Governing Body along with the skills that already exist through other governors.

Appointment

Once an appointment has been approved the academy will notify the successful applicant(s) and the Clerk – who will notify the Academy Transformation Trust Governance Department. The academy must also inform the parents of registered pupils in writing within 5 academy days and ensure that notices are posted within the academy. (Appendix 2)

The successful applicant(s) will take office either:

- The day after the end of the term of office of the present incumbent or;
- If there is already a vacancy, the day of appointment by the Principal (and/or Chair of Governors).

Following appointment a scanned copy of the successful parent's application form(s) should be sent to Academy Transformation Trust. The original copy should be retained by the Clerk.

Unsuccessful candidates should be thanked by the Principal for their interest and encouraged to consider whether they wish to fulfil other categories of governorship (if applicable/suitable)