



Joy Lane Primary School

A Love of Learning, for Life, for All

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

22nd September 2017

Dear Parent/Carer

Election of Parent Governor

I am writing to invite you to consider standing for election as a parent governor for our school.

Every Kent school has a governing body, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period between one and four years, though they may resign at any time.

Together with the Headteacher, the Governing Body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. In order to support governors in their work, the County Council provides full training for all governors at no charge to the individual.

In our school, we have 2 parent governors who serve for a term of office of four years. The full governing body normally meets four times a year usually at 6 pm and, in addition, there are three additional Committees who would also meet approximately between four and six times per year. (This is dependent on which Committees you agree to sit). In addition, we like our Governors to attend as many School events as possible.

If you would like to stand for election, please complete the attached form and return it to me within two weeks, i.e., by **Friday 6th October 2017**. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 100 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent governors. If, however, there are more nominations than vacancies, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, irrespective of the number of children s/he has at the school. The ballot paper and two envelopes will be distributed to each eligible parent. Each ballot paper will be stamped or endorsed for security and produced on coloured paper. Ballot papers should be returned in the inner unmarked envelope and then placed in the outer envelope clearly marked 'Parent Governor Election', bearing the name and address of the voter, the name(s) of their child(ren) and should be signed across the seal.

Because appointment as a school governor will give access to children, there is currently a requirement for governors to undertake a check against the Disclosure and Barring Service.

The current Governing Body is an asset to our School and our close working partnership strives to improve the children's experience in every aspect of their school life. I do hope you will consider standing as a governor or else nominating another parent/carers. If you would like more information about being a school governor, please do not hesitate to contact another governor or myself for more information via the school office.

Yours sincerely

Ms D J Hines



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ELECTION OF PARENT GOVERNORS

PLEASE RETURN THIS FORM TO THE SCHOOL NAMED BELOW WITHIN TWO WEEKS OF THE DATE OF THE COVERING LETTER. I.E. BY Friday 6th October 2017

Name of the school: **JOY LANE PRIMARY, NURSERY & OYSTERS SRBP**

Please enter IN BLOCK LETTERS your name and address. (You must be the parent/carer of a child registered at the school named in 1);

Name

Address

Signature of nominee

Parent /Carer of (Name of Child/ren)

Signature of proposer

Name and address

Parent /Carer of (Name of Child/ren)

Signature of seconder

Name and address

Parent /Carer of (Name of Child/ren)

We would ask that you include a statement of no more than 100 words to support you application. This will be sent to the parents in the event that we have more applications than positions available.