



Joy Lane Primary School

A Love of Learning, for Life, for All

31st January 2018

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms D J Hines

Head of School: Mr M Ashley-Jones

Dear Parents & Carers

Election of Parent Governor

I am writing to invite you to consider standing for election as a parent governor for our school as Mrs Coggin is standing down to concentrate on her new work commitments. I would like to take this opportunity to formally thank her for giving her precious time so freely to support the children of Joy Lane in their primary education and wish her well in her new endeavours.

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 of one to 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 at no charge to the individual.

In our school, we have two 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 there are additional Committee meetings scheduled over the school year – your skill set will be taken into consideration when choosing committees.

If you would like to stand for election, please complete the attached form and return it to me by **Wednesday 21st February 2018**. 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). This 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 fewer 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 she/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.

I do hope you will consider either standing as a governor or nominating another parent/carer for the position. If you would like more information about being a school governor, please contact another governor or myself for more information via the school office.

Yours sincerely

Ms D J Hines
Executive Headteacher

Governors/Feb2018/ParentElection



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