



MANLAND PRIMARY SCHOOL

Sauncey Avenue Harpenden Herts AL5 4QW

Tel: (01582) 713452

Email: admin@manland.herts.sch.uk www.manland.herts.sch.uk

Headteacher: Mrs Wicks

Friday 16th November 2018

Dear Parent,

ELECTION OF PARENT GOVERNORS

As explained in the accompanying letter from governors, there is a vacancy for a parent governor on this school's governing body. The governors' letter contains lots of information about what the role involves.

If you would like to stand for election please complete and return the attached nomination form to the school office by **12pm on Monday 3rd December 2018**. You will need to ask another parent of a pupil at the school to second your nomination by signing the form.

Before a new governor is appointed, it is now a requirement that they have an information meeting with a member of the governing body to discuss the role and ensure they understand the nature of the responsibility they are taking on. Prior to submitting your nomination, please contact the school office or Clare Turner on chairgovernors@manland.herts.sch.uk to arrange your meeting. We are happy to schedule this brief, informal meeting at a time and location to suit you, during the day, evening or weekend.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a DBS (Disclosure and Barring) check. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself. You will also be required to provide two character references (e.g., from a neighbour).

Please give brief details about yourself (**not more than 200 words**) on the form. If a ballot is needed these details will be copied and sent to all parents with the ballot papers. **Please note that the 200 word limit will be strictly enforced and any words beyond the limit will be deleted.**

If the number of nominations is the same as or less than the number of vacancies, then the person nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parent governors to fill the remaining vacancies.

The governing body has determined that the term of office for a parent governor is 4 years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary we will send ballot papers to all families on Tuesday 4th December 2018

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may **not stand** for election.

Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

Parents (including carers) of registered pupils at the school. "Parent" is defined for the purposes of the Constitution Regulations as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me.

Yours sincerely

Mrs Claire Wicks

Headteacher

ELECTION OF PARENT GOVERNOR/S AT MANLAND PRIMARY SCHOOL

NOMINATION FORM

Your name
(Mr/Mrs/Miss/Ms/Dr)

Address
.....
.....

Telephone

e-mail

(Please note: the above personal details will not be shared with other parents in the event of a ballot, but are required so that the school can contact you in the event of any queries)

I have a child at the school and hereby nominate myself for election as a governor. I understand that if elected I will have to undergo a DBS (Disclosure and Barring) check. Biographical details (**200 words maximum**) for circulation with the voting paper are attached.

I have met with..... to discuss the role
[Name of current member of the governing body]

Signature

Date

Seconded* by:
(Mr/Mrs/Miss/Ms/Dr)

Address
.....
.....

Signature

Date

*The seconder must be a parent of a pupil at the school.

Please attach biographical details on a second sheet (200 words maximum)

Your completed nomination form must be returned to the school office by:

Date: Monday 3rd December 2018 Time: 12pm