



St Barnabas C of E Primary School
Jubilee Terrace
Leeman Road
York, YO26 4YZ
Tel: 01904 653323
Email: stbarnabas@york.gov.uk

Headteacher: Miss K Boardman (BSc Hons)

"Barnabas, the Encourager"

4th February 2019

ELECTION OF PARENT GOVERNORS

Dear Parents and Carers

I am writing to you to inform you about an election of a Parent Governor due to the term of office of one of our current Parent Governors ending on 23rd March 2019.

The Governing Body comprises of 14 Governors, 3 of which are to be elected by the parents. Parent Governors usually serve for four years, unless they resign. They can continue in office even when their children have left the school.

The Governing Body comprises of:

- 3 Foundation Governors (appointed by The Diocesan Board of Education)
- 1 LA Governor (appointed by the City of York Council)
- 3 Parent Governors
- 1 Staff Governor
- 5 Co-opted Governors
- Headteacher

What do Governors Do?

The Governors responsibilities affect most areas of the work of the school. They establish, with the Headteacher, the aims and objectives for the school. They have a role in school discipline and they take part in appointing staff; they have overall control over the money spent on books and equipment and they have responsibilities in connection with the use and maintenance of the premises. More generally, they are expected to be in touch with the local community and to help guide the school to meet the community's educational needs. They are also expected to be able to explain to the community what the school is trying to achieve for their children.

Do Parent Governors have Special Responsibilities?

No. Parent Governors do not have extra duties. Governors work as a team, with shared responsibilities. The Parent Governors speak as parents: they can't speak for all parents- and the Governing Body as a whole reports to all parents each year.

If you would like to know more about the role of a parent governor, our current parent governors would be more than happy to speak to you and answer your questions. Please contact me and I can put you in touch with one of our parent governors.

How are Parent Governors Appointed?

We take the term 'parent' to include anyone who has custody of a child registered at the school, as well as natural parents.

If you would like to put yourself forward for the post of parent governor, you will need to complete a nomination form, available from the school office. We are particularly looking for a governor with HR experience.

If we receive more than one nomination, there will be a secret ballot and I will send out ballot forms (1 per parent) and envelopes for their return, to each home by hand of the children. The form explains how votes may be cast.

If the number of nominations we receive is the same as the number of places to be filled then those people will be declared elected. If there are fewer, they will be declared elected and it will be for the rest of the governors to fill any vacancy by inviting a parent of child at the school to become a Parent Governor.

Parent Governors must be people who have children at the school when they are elected. This is the only qualifying criterion. Beyond that if you have a strong belief in continually improving the quality of education of children at school, now and in the future, then you already have the most important qualification a governor needs. Obviously being a governor is a fairly time consuming activity with meetings to attend and papers to read but the vast majority of governors agree that the job brings many rewards, though not of the financial kind!

Furthermore, throughout your term of office you will have support from the Governance Service, which provides guidance, assistance and a comprehensive training programme. If you decide you wish to stand for election it is necessary to get two parents at the school to propose and second your nomination.

If you are not able to stand for election, you may know of someone who is and parents with children at the school can nominate another parent for election. You can obtain a nomination form from the school and, having signed it yourself and obtained the signatures of the person you are nominating, return the form to me by **Tuesday 19th February 2019**. You can nominate as many parents as there are seats to fill but you need a nomination form for each.

The rules for the election are written down in Regulations made by the LA, and we can provide you with a copy of these.

Result of the Election

The names of those elected will be displayed at the school for at least seven days and will be included in the next edition of the school prospectus.

If you feel that you have a contribution to make to the school in this way, please come and talk to me and I will explain the process involved. The election is not a threatening process and only takes place when we have sufficient candidates.

Yours sincerely

Miss K Boardman
Headteacher