



Dear Parent/Carer

18th March 2019

Election of a Parent Governor

I am writing to ask you all to consider whether you would like to stand for election as a Parent Governor to fill this vacancy. Every Kent school has a governing body which, together with the Headteacher, 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.

Sandgate Primary School has two parent governors who serve a term of office of four years (though they may resign at any time). The post is voluntary, but full training and mentoring are provided and expenses are available. No special qualifications are needed but governing bodies are required to ensure a range of skills across the membership. At present we are particularly interested in recruiting governors with experience of finance and/or HR and business skills. However, the most important thing is to have a keen interest in the school, to be prepared to play an active part in the governing board's work and undertake any training required.

The full Governing Board (which also includes staff, community and Local Authority governors) normally meets six times a year at 6:30 p.m. Governors are also involved, usually in pairs, in monitoring aspects of the School Improvement Plan.

If you would like to stand for election, or to nominate someone, please complete a nomination form and return it to me within two weeks, i.e. by **Monday 1st April**. Nomination forms can be found on the school website under the 'Stop Press' section or paper copies are available from the School Office. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Also please see the notes about disqualification rules and child protection safeguards on the nomination form.

Anyone standing for election is asked to provide a short personal statement (maximum of 250 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 only one nomination is received the nominee will automatically be elected. If there are two or more nominations, 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, no matter how many children he or she has at the school.

If you would like more information, please contact me or go to:

<https://www.sgoss.org.uk/volunteers/volunteer-role.html> or

<http://www.inspiringgovernors.org/>

Yours sincerely

Mr Matthew Green
Headteacher