



Heathfield Schools' Partnership

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www.heathfieldschoolspartnership.org

EXECUTIVE HEADTEACHER – Mr Paul Clayton

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12 November 2019

Dear Parent/Guardian

Election of parent governor: proposing candidates

I am writing to advise you that our Governing Board currently has a vacancy for one parent governor. As the parent or guardian of a pupil currently on roll you have the right to propose candidates for election (with their prior consent) or, to stand as a candidate yourself. Each parent (father, mother, legal guardian, person having custody) has this right to be nominated, as there is only one vacancy you can only propose one candidate.

For further information on the role and expectations of a governor, please follow this link <https://www.nga.org.uk/Governance-Recruitment/Be-a-school-governor-or-trustee.aspx>. In addition, full training and support is provided for all governors through our service level agreement with Achieving for Children Governor Support.

If you wish to propose candidates or self-nominate, please take the following action:

- Obtain permission of the person concerned.
- Having done so, please let me know in writing by no later than 12 noon on 27 November 2019 the full name, and email address of the candidate proposed, and the full name and class of their child at the school.
- Again, by no later than 12 noon 27 November 2019, arrange for the candidate to let me have, if they so wish, a personal statement regarding the candidacy (no more than 100 words).

It is recommended that personal statements include the following information:

- Evidence of the extent to which they possess the skills and experience the governing board desires;
- Their commitment to undertake training and development to acquire or develop the skills to be an effective governor;
- If seeking re-election, details of their contribution to the work of the governing board during their previous term of office; and
- How they plan to contribute to the future work of the governing board.

For equality purposes, canvassing in any form (including social media) is not permitted.

If there are more candidates than vacancies a voting paper, listing the names of all eligible candidates proposed and including any personal statements received by the due date, will be issued to all parents. If the number of candidates is equal to, or less than, the number of vacancies the candidates will be elected unopposed, in which case all parents will be sent written notice of the names of the governors elected, together with their personal statements.

Further details of how a person may be disqualified from being a governor are available at the school and will be issued to all candidates. Unless later disqualified, a parent governor elected now may serve for a four-year term of office.

Further information about being a governor can be obtained from Governor Support, Achieving for Children. Phone: 020 8547 6548 or email: governor.support@achievingforchildren.org.uk

Yours sincerely

Mr Paul Clayton
Executive Headteacher