



St Cuthbert Mayne School

Joint Catholic and Church of England 11-18 Comprehensive School Dioceses of Plymouth and Exeter

Headteacher
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Friday 20th April 2018

Dear Parent

ELECTION OF PARENT GOVERNORS: NOMINATIONS

We are soon to have a vacancy for a parent governor to serve on the governing body of this school, post commencing with immediate start. We are very keen to encourage parents (or people with parental responsibility) of registered students to nominate themselves to fill these places. Details of what you will need to do to be nominated are given on the reverse of this letter.

Parent governors are elected by and from other parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor, and we value the experience that all governors bring to the role.

If you join our governing body, you will serve for a four year term and you can continue to the end of the four years even if your child/children leave the school. Being a governor does take up time. There are five governing body meetings each year, and governors usually serve on a committee/committees which meet once a term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training and updating.

To find out more about what being a governor at this school is like, you can contact Michael Cronin, Chair of Governors, who will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the attached sheet to me by **Monday 21st May**. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

Mr Peter Brown
Headteacher



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Who can be a parent governor?

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor and provide evidence of identity and address if required.

How to nominate yourself

If you would like to put your name forward, your nomination must be supported by two parents of pupils currently at the school (not including anyone to whom you are closely related). Their signatures, names and addresses must be on the nomination form.

You should use the space provided on the form to write a brief personal statement (100 words maximum) to support your nomination.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.