



# ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

23<sup>rd</sup> February 2015

Dear Parent(s)/Guardian(s)

## **Election of Parent Governor**

Due to the resignation of one of our Parent Governors I am writing to let you know that there is to be an election of a Parent Governor.

As well as parents, the Governing Body is made up of Foundation Governors and school staff (teachers and support staff). The following also attend Governors' Meetings: Mr J Wood (Headteacher), Mrs G Soper (Deputy Headteacher), Mr C Burt (Deputy Headteacher), Mr M Beer (Deputy Headteacher), Mr R Noake (Diocesan Director of Education) and Mrs A Toulson (Clerk to the Governors).

The term 'Parent' includes:

1. All natural parents whether married or not.
2. Any person who, although not a natural parent, has a parental responsibility for a child/young person.
3. Any person who, although not a natural parent, has care of a child/young person.

A parent who has a child registered at the school on the date in which nominations are sought is eligible to nominate themselves and to vote in the election. Parent Governors have a **four year** term of office and continue to serve even if their child/children leave the school during this period.

## **What do Governors do?**

The work of Governors affects most aspects of the school's work. They establish, along with the Headteacher, aims and objectives for the school and approve policies such as those associated with the curriculum, behaviour, discipline and safeguarding. They are also responsible for the school's budget as well as the use/maintenance of the school premises and grounds. The Governors, together as a body, have a range of legal responsibilities so the role of Parent Governor does involve a significant commitment and any person wishing to undertake the position should be willing to attend training courses to help them learn what is entailed.

## **Do Parent Governors have special responsibility?**

Parent Governors do not have any extra or special responsibilities. All Governors are equally responsible and discharge their role as a body not as individuals. The Parent Governors speak **as** parents and are not expected to speak for all parents.

## **Are there any restrictions which could disqualify parents from becoming Parent Governors?**

There are restrictions but they are very unlikely to apply to most parents who may be considering becoming a Parent Governor. You are disqualified from election or appointment as a Parent Governor if you are an elected member of the local authority or if you are paid to work at the school for more than 500 hours in any 12 month period commencing on 1<sup>st</sup> August and finishing on 31<sup>st</sup> July.

Headteacher: Mr J Wood

St. Aidan's Church of England High School, Oatlands Drive, Harrogate, North Yorkshire HG2 8JR

Tel: 01423 885814 • Fax: 01423 884327 • Email: [admin@staidans.co.uk](mailto:admin@staidans.co.uk) • [www.staidans.co.uk](http://www.staidans.co.uk)



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Governors are subject to enhanced DBS checks and the elected parent will be provided, by the school, with the requisite form to complete and take to the Headteacher along with proof of identity as detailed in the list of Valid Identity Documents. The term of office of the successful candidate will only commence once a clean, enhanced DBS Disclosure has been received by the school.

## How are Parent Governors elected?

Parent Governors must be people (aged at least 18), who have a child or children on the register of the school when they are elected. Nomination forms are available from the school office. Each form must be signed by the candidate along with a Proposer and Secunder who must also be registered parents of a child or children in the school. Candidates can also make a short statement about themselves – a maximum of 100 words is allowed and this will be rigidly applied. A simple form for this purpose will be provided with the Nomination Forms. Please return the form to me as quickly as possible but by the date indicated at the bottom of the letter. If more nominations are received than there are places to fill, there will be a secret ballot and I will send to each parent ballot forms (one per parent) and envelopes for their return. The Ballot Form and instructions will explain how votes should be cast.

If the number of nominations received is the same as the number of places to be filled, i.e. only one, then that person will be declared elected. If there are no nominations then it will be for the Governing Body to fill the vacancy by appointing a Parent Governor.

## Dates

- Please request a nomination form from the school office. Sign with a Proposer and Secunder and return to the school office **by 4.00 pm on Monday 9<sup>th</sup> March 2015.**
- Ballot papers will be issued if necessary at the closure of nominations.
- The ballot will take place on **27<sup>th</sup> March 2015 at 4.00 pm.**

Any person who might have questions to ask concerning this election should contact the Headteacher or Chair of Governors at the school.

Yours sincerely

John Wood  
Headteacher

Headteacher: Mr J Wood

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