



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

13th February 2017

Dear Parent(s)/Guardian(s)

Election of Parent Governor

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) and Mrs H Boulton (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. St. Aidan's is a school that is part of the Yorkshire Causeway Schools Trust and the Board of Trustees delegate a range of responsibilities to the Governing Body. These include the approval of policies such as those associated with the curriculum, behaviour and discipline. 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 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 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 paid to work at the school for more than 500 hours in any 12 month period commencing on 1st August and finishing on 31st July.

Headteacher: Mr J Wood

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

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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 clear, 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 this 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

- Nomination forms are available from the school office. Nomination forms should be signed by a Proposer, a Secunder and the Nominee and be returned to the school office with accompanying Candidate Statement by **4.00 pm on Monday 6th March 2017**.
- Ballot papers will be issued if necessary at the closure of nominations.
- The deadline for receipt of ballot papers is **Friday 24th March 2017 at 4.00 pm**.

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

Yours sincerely

John Wood
Headteacher

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