

Dear Parent/Carer,

**Governing Body for HOLY TRINITY CE PRIMARY SCHOOL  
Election for one Parent Governor**

A vacancy currently exists for one Parent Governor on the Governing Body for which an election is now being held. Firstly, the Governing Body is seeking nominees who have both the capacity and personal commitment to serve. Additionally, someone with experience in communications, especially social media, marketing and PR, are particularly sought.

If you wish to seek nomination as an elected Parent Governor, please collect a nomination form from the School Office. This form should be completed, with the accompanying personal statement of no more than 150 words, and returned to the Headteacher **no later than 3:30pm on MONDAY 2 OCTOBER 2017.**

Outlined below is some general information on the role of a Parent Governor.

1. Governing Bodies play a vital role in the management of their schools, as well as being a crucial link between the school and the local community. Becoming a governor is your chance to bring the views and experience of a parent to bear directly on the education being offered in your child's school. It is especially useful to have a variety of outlooks reflective of our multi-cultural society.
2. The Governing Body works closely with the Headteacher to achieve high standards for all your children, building on Barnet's reputation for academic excellence and care for the individual child.
3. Being a governor is a responsible and sometimes time-consuming job. To help you make a decision, you may wish to speak to a current governor or to the Headteacher.
4. An election is held whenever a Parent Governor's term of office expires or a vacancy occurs through resignation.
5. Ballots are only necessary when there are more nominations than places available. These are secret ballots for which voting papers are provided.
6. There are certain regulations, which disqualify candidates from becoming governors. These relate specifically to bankruptcy or criminal offence.

With effect from 1 September 2003 a person is disqualified from becoming a parent governor if they are an elected member of the Local Authority (LA) or work at the school for more than 500 hours a year (at the time of their appointment).

7. In addition to Parent Governors, who are elected by other parents whose children attend the same school as their own, there are other categories of governor:
  - LA Governor – nominated by Barnet Council, appointed by the Governing Body;
  - Staff Governor – elected by teaching and non-teaching staff;

- Foundation Governor – nominated by various church stakeholders
  - Co-opted Governor - appointed by elected members of the Governing Body;
  - Headteacher Governor(s).
8. Your school's Governing Body has a membership of 13.
  9. The term of office is currently 4 years.
  10. Governors should get to know their schools on a first-hand basis; will make decisions corporately which will influence and shape children's education; and, through their commitment, experience and skills, help schools to develop.
  11. The kind of decisions that governors make will include the following: agreeing educational priorities with the Headteacher and the staff; deciding how the school budget should be allocated; sharing with the Headteacher and the staff responsibility for the school's curriculum; approving school policies and appointing school staff.
  12. Governors are expected to give up some time to the following: Attending meetings of the Governing Body at least once a term; reading papers in preparation for these meetings; taking part in committee meetings or appointments panels from time to time; attending school functions; attending training sessions.
  13. The LA has a comprehensive programme of support and development for governors.
  14. Being a governor is an opportunity to have direct involvement in your child's school; personal development and mental stimulation; the satisfaction of being part of a dedicated team; the opportunity to meet new people; interesting and rewarding work; fulfilment from helping young people.
  15. **If you are interested in becoming a governor you should complete the nomination form and find two other parents of children at your child's school to propose and second your application. You should complete a nomination form and include a personal statement NOT EXCEEDING 150 words explaining why you wish to become a governor.** This might include the following: why you think you are a suitable candidate; any interests which are relevant to your application; details of your job or any voluntary work you are involved in; any links with or current involvement in education and any other experience which you think is applicable.

Should you require any further information in considering whether or not you wish to stand for election, please do not hesitate to contact the LA's Clerking Service on 020 8359 7631.

**Please return your nomination form and personal statement to the Headteacher by the end of MONDAY 2 OCTOBER 2017.**

Yours sincerely  
**Education and Skills Director**

September 2017