



Highters Heath Nursery School

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2nd October 2023

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for two parent governors and there is currently one vacancy.

Nominations can only be accepted from parents or carers who have children registered at the school on the day that nominations close.

The Governing Board (GB), with the Headteacher, have overall responsibility for the strategic running of the school. The role of a school governor is to contribute to the work of the GB in ensuring high standards of achievement and provision for all children and young people in the school by:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school, its pupils, and the performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

The role of parent governor is voluntary and can be demanding but very rewarding. Parent governors serve a **two year term of office** and, under usual circumstances, can expect to spend the equivalent of up to 10 days per year on governance duties. These include:

- attending meetings of the GB (usually during school hours but sometimes in the evenings) and contributing to GB business;
- reading reports and papers and keeping up to date on the progress that the school is making; and
- visiting the school from time to time during the school day, with a specific focus.
- Undertaking any appropriate training to help you do your role

You will be expected to sign a governors' Code of Conduct and to have:

- a strong commitment to the role and improving outcomes for children
- the inquisitiveness to question and analyse;
- the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English (unless a Governing Board is prepared to make special arrangements); and
- sufficient numeracy skills to understand basic data.

It is vitally important that you are able to commit to attending both meetings and school visits. If you are employed, please check with your employer if they will allow time out for this voluntary position (most will), or that you can make other arrangements to enable you to attend.

The attached sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours in any consecutive 12 month period or who are elected members of the Local Authority are not eligible to stand in these elections.

If you would like to stand **for election please complete the attached nomination form and return it to the school no later than Monday 16th October 2023**. You may also include a personal statement to support your nomination. There is no limit on the length of this statement, however, we encourage candidates to be succinct when setting out the skills, experience and attributes that they can bring to the GB to support their nomination. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by confidential ballot on Friday 20th October 2023. If a ballot is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

To find out more about our school's governing body (ie frequency of meetings etc) and the governing boards code of conduct please email Claire Lockey, Clerk to Governors, at clerk@hiheathn.bham.sch.uk

Yours faithfully,

Elinor Warner
Headteacher

