



Kirkstall St Stephen's

Church of England Aided (VA) Primary School
Headteacher: Mr P Sheppard

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Dear Parents

29th March 23

ELECTION OF PARENT GOVERNOR(S)

I am writing to inform you that we are looking to fill two parent governor places on the governing body of the school.

As a parent of a child at the school you are entitled to stand as a candidate and vote in any election. A nomination slip is attached.

If you wish to offer yourself as a candidate to become a parent governor you should contact the school to request 'the information for prospective governors' and complete the nomination slip and return it to the head teacher by 12 noon on Friday 21st April 2023.

Although any eligible parent can stand for election, the governing body has identified that the following skills and experience would be desirable in order for the governing body to improve its effectiveness:

- **A strong commitment to the role and to 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 the governing body is prepared to make special arrangements),**
- **Sufficient numeracy skills to understand basic data**
- **The willingness to attend appropriate training.**

Please note that you are not eligible to be a parent governor if you work at the school for more than 500 hours per year. There are other eligibility criteria and these will be reviewed



This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment."

prior to your nomination being accepted.

If the required number of nominations is received then those persons will be automatically declared as parent governors. If there are more nominations than places then a ballot of all parents will be held to select the parent governors.

For this purpose, nominees are invited to prepare a short statement which will be circulated with the ballot forms. Space for this is included below the nomination slip. The length of the statement should not be more than 200 words.

Parent governors can participate positively in the running of the school.

The other governors will include staff representatives, foundation governors appointed by the Church and the Diocese, local authority governors and other representatives appointed because of their skills and experience.

All governors share in the important job of running the school. All governors are expected to attend full governing body meetings and the meetings of at least one committee. In order to carry out your role effectively you will also be expected to attend relevant training.

Please note that elected governors will be asked to complete a self-declaration proforma to confirm that they are eligible to serve as a governor.

If you would like more information before deciding whether to stand either contact the Headteacher or school office or the Governor Support Service on Leeds 0113 378 5213.

Parent governors serve a four-year term of office irrespective of whether their child leaves the school during the term of office.

Please do give some thought to standing as a parent governor.

Yours sincerely

Mr. Philip Sheppard
Headteacher