

10<sup>th</sup> January 2022

Dear Parents and Carers,

### Parent Governor Vacancy

We are writing to inform you that the terms of office for our current parent governors, Mr David Becker and Ms Poppy Davis, are due to end on 24<sup>th</sup> January 2022. As a result, we are required to invite all current parents to stand for election as one of the two parent governors on the governing board. Mr Becker and Ms Davis may also choose to be considered for re-election. Any parents who wish to be considered will need to complete a nomination form, along with a declaration of eligibility form. Nomination forms (attached) will need to be returned to the school office by 9.00am on Friday 14<sup>th</sup> January 2022.

Joining the Governing Board as a Parent Governor offers you the opportunity to make a real contribution to the life and work of Chantry Community Primary School. Parent governors play a very important role in keeping the governing board aware of the views from the parental perspective. They are a vital part of our team and we hope that there are parents willing to give their time and commitment to this important role.

Governors play a key role in the leadership of the school and raising of standards, including the appointment of key staff, overseeing the budget and monitoring progress in the curriculum. Being a governor can be very rewarding and will provide you with the opportunity to work as part of a team and gain new skills. Full training and support is available from the Local Authority and your colleagues on the Governing Board.

The Chantry Community Primary School Governing Board meets at least six times a year at 4.30pm on Wednesdays, and each meeting usually lasts for a maximum of 90 minutes. There are also separate finance and pay committee meetings five times a year – these are for finance and pay committee members only. **The next meeting of the Full Governing Board will be on Wednesday 9<sup>th</sup> February at 4.30pm and it is important that you are able to attend this meeting.** We would also seek to maximise the opportunity for the Board to work as a team and that means planned school monitoring visits would be required. **Please note that the most important duty of any governor is to attend meetings of the Governing Board and you should be sure that you are committed and available to do this before applying.**

We are looking to add specific skills sets to our governing board, including Safeguarding and Financial, but enthusiasm is more important!

A governor must be able to:

- raise questions and take part in discussion and decision-making
- be **discreet**, open minded and fair
- be a source of ideas and a good communicator
- be enthusiastic about the work of the school
- be prepared to work as part of a team
- Whilst schools are keen to welcome applications from all areas of society, there are certain criteria that have to be met before your application can be accepted. This is attached for your information
- The usual term of office is four years. However, governors are volunteers who can leave at any time and can similarly be re-appointed or re-elected
- A great deal of professional advice and support is available to help governors with their duties and responsibilities, along with a full training programme which is run by the Local Authority.

If two or more nominations are received, we will arrange for parents to receive ballot papers that will include the candidates' election statements. We will arrange for all parents to be notified of the result.

If you are interested in being nominated and/or want further information, you might find it helpful to talk to the Headteacher. Alternatively, you can view East Sussex County Council's website about Governors and their roles at: <https://eastsussexlearning.org.uk/Volunteer-as-a-school-governor/101> We have enclosed the Declaration of Eligibility connected with the office of governor, please read it carefully, sign and return with your nomination form to the school office addressed to the clerk to governors.

The closing date for the return of completed applications is 9.00am on Friday 14<sup>th</sup> January 2022. Please follow the link on the nomination form page see to see the grounds for disqualification from governorship.

If you have any questions about the role, please contact the clerk via email [clerk@chantry-e.sussex.sch.uk](mailto:clerk@chantry-e.sussex.sch.uk)

Yours sincerely,



Rebecca Reed  
**Headteacher**



Richard Sage  
**Chair of Governors**

### Nomination form for parent governor at Chantry Community Primary School

Please hand in to the school office by Friday 14<sup>th</sup> January 2022 at 9.00am.

Candidate:	Child:
Address:	
Postcode:	
Preferred Contact Telephone Number:	
I certify that the information on this form is correct and that I am not disqualified for appointment as a school governor for any reasons given in Schedule 4 of The School Governance (Constitution) (England) Regulations 2012: <a href="http://www.legislation.gov.uk/ukSI/2012/1034/schedule/4/made">http://www.legislation.gov.uk/ukSI/2012/1034/schedule/4/made</a> .	
I agree to inform the clerk to the governors if I subsequently become ineligible.	
I understand that I will be asked to apply for a Disclosure and Barring check before appointed	
Candidate's signature:	

**I wish to stand for election as a Parent Governor of Chantry Community Primary School. The following two parents or legal guardians of children attending Chantry Community Primary School support my nomination:**

Proposer:	Child:
Proposer's signature:	
Seconder:	Child:
Seconder's signature:	

**Candidate's supporting statement (between 100-150 words maximum):**

**Supporting Statement: please address how you will meet the requirements of a governor and any specific skills set you have as outlined in the attached letter.**