

Nene Way
St. Ives, Cambs.
PE27 3WF
Phone: 01480 466919
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www.wheatfields.cambs.sch.uk



Mrs Theresa Thornton
Headteacher
Mrs Emma Verney-Davies
Deputy Headteacher
Mrs Gemma Edwards
Assistant Headteacher

20th September 2017

Dear Parents

Wheatfields Primary School - School Election of Parent Governor

The governing body of Wheatfields Primary School has a parent governor vacancy. We are writing to you to ask if you would be interested in becoming a school governor.

Governors are responsible for strategic planning and finance. They help to appoint our staff and to build good relationships between the school, parents and our local community. Our parent governors are very valuable members of the governing body and we rely on them to help us to keep in touch with what parents are thinking. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice and training are available from various sources. If you are interested in the education of your child and the way the school makes decisions and have some time to commit to this role we would like you to consider becoming a parent governor. If you would like more information please contact the school and we can put you in touch with a member of our governing body for an informal chat.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election but they are permitted to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is four years.

All nominations should be sent in to the school office by 3rd October 2017, in addition to the nomination, we also require a personal statement of approximately 200 words about the candidate and why they would like to be a governor. If you would like extra copies of the nomination forms please contact the school office.

On 6th October 2017, we will inform parents about the details of the parent governor nominations. If an election is necessary we will send ballot forms home with the children with the names of the candidates and their details. Each parent will have one vote as there is one vacancy.



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The ballot is secret and you can send or post the ballot paper back using a double envelope system. (The ballot paper should be sealed in an inner unmarked envelope, which would be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box outside the school office. All votes must be in by 17th October 2017 when they will be counted.

To assist you in your decision, please see the attached Guidance notes for prospective New Parent Governors which you may find useful. In addition to the notes, the following links may also prove helpful.

The role of the school governor

<https://www.learntogether.org.uk/Resources/Documents/Role%20of%20a%20School%20Governor.pdf>

Would you make a good parent governor?

<https://www.learntogether.org.uk/Resources/Documents/Parent%20Governor%20Leaflet.pdf>

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office. If you require a copy of this letter in a language other than English or in large print format please contact the school.

Yours sincerely

Mrs Theresa Thornton
Head Teacher

Mrs Maureen Clarke
Chair of Governors

