

Telephone: 01296 688799  
www.overstone.eschools.co.uk  
Email: admin@overstone-wing.org  
Headteacher: Mrs Kirsty Eales

Monday 29<sup>th</sup> March 2021

Dear Parents/Carers,

### **SCHOOL GOVERNING BOARD – ELECTION OF PARENT GOVERNORS**

We have vacancies for 2 governors directly elected by the parents and I am therefore writing to invite nominations. No formal qualifications are required; you just need common sense, time, enthusiasm and a commitment to working as part of a team to make a difference for all the children at our school.

Being a school governor can provide an opportunity to develop a wide range of transferable skills. As a guide, being a school governor would take up 6 – 8 hours a month of your time. The term of office is 4 years.

In order to carry out its core functions our board needs people with a wide range of competencies and skills. We are keen to recruit parents and carers coming from 'all walks of life' and representing all groups in our school community. You can find out more about the role by contacting the Headteacher, Mrs Eales, or the Chairs of Governors, Stephen Gates and Steve Fuller, by contacting the School Office by email.

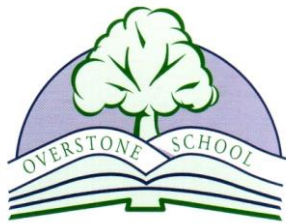
If you wish to stand for election you may nominate yourself as a candidate. No proposer or seconder is required but you must signify your intention to stand, in writing. Those eligible to stand are the parents or carers of pupils who are currently registered pupils at this school. A person who works at the school for more than 500 hours in a consecutive twelve-month period or who is an elected member of the Local Authority is not eligible to be a parent governor.

The term of office will be for a period of 4 years. A parent whose child leaves the school may continue as a parent governor until the end of their term of office, if he or she so wishes.

Nominations should be sent to me within the next four weeks, that is before the closing date for nominations which is Monday 26<sup>th</sup> April. If there are only 2 parents nominated, they will of course be elected unopposed, but if there are more candidates than vacancies, a postal ballot will be held.

The ballot will be entirely secret and a further letter about the arrangements will be sent to you. All parents whose child/children attend this school will be entitled to vote in the postal ballot and voting will be on the basis of one vote per parent/carers per place available.

If it proves impossible to fill all vacancies, the governing board has the right to make an appointment in order to fill the required number of parent governor places on the governing board. If the need to do this arises, the governing board would first of all consider appointing



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a parent who has a child on roll at the school, followed by consideration of parents of former pupils, and finally parents of a school-aged child not necessarily a registered pupil at this school.

Please note that governors will be required to apply to the Disclosure and Barring Service for a DBS certificate when appointed and the school will advise on this process.

Prospective governors should also note that the School has a Close Personal Relationships Policy and therefore they should not become a governor if they have a close personal relationship with a member of staff at the same school.

A full list of the names of the successful candidates will be made available as soon as all the appointments have been finalised.

I enclose a tear-off slip for the parent governor nomination procedure which parents may find useful, but a separate nomination letter is just as acceptable. Please return the slip or letter by Monday 26<sup>th</sup> April 2021.

Yours sincerely,

Mrs. K. Eales  
**HEADTEACHER**

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#### **REQUEST FOR PARENT GOVERNOR NOMINATION – March 2021**

Overstone Combined School

I,....., wish to nominate myself for the position  
of parent governor.

SIGNED:.....

DATE.....

Please return to the Headteacher by Monday 26<sup>th</sup> April 2021

Candidates need to include information about themselves, consisting of approximately 200 words, for distribution to parents. Please include this information with your nomination.