Wednesday 2nd March 2022

**Parent/Carer Governor Election**

We have a vacancy for a Parent/Carer Governor to join the Hove Park Governing Board.

We welcome applications from all parents/carers who have a child registered at the school. We encourage all parents and carers to consider candidacy and are particularly keen to ensure the Governing Body represents the diversity of our school community.

We require a wide range of skills, experience and diverse thinking on the Governing Body so that we can strategically support the school for future success. We are particularly interested in receiving applications from parents/carers with professional experience and skills in safeguarding, SEND and accountancy.

If you are interested, please complete the attached nomination form (copies can be collected from the school office if required) and return to the school office at either school for the attention of ‘Senior Clerk to Governors’ or email to Chelle McCann, Senior Clerk to Governors at [mmccann@hovepark.org.uk](mailto:mmccann@hovepark.org.uk%20%20)  We have included some information about being a Governor including the time commitment, which you should consider carefully to ensure you can commit to the role.

You will be required to ask another parent to propose and a different parent to second your nomination. Both must be parents/carers of children who are currently registered at the school and not your spouse/partner. If we receive more than one application, we will hold an election. All applicants must complete a statement of between 150 and 200 words to support their nomination, so that parents can make an informed decision when voting. You should outline why you wish to be a Parent Governor and what you feel you can offer the school. You may include any information which you consider relevant – whether that be your work and life experiences, or your experience as a parent.

The closing date for the return of completed applications is midday on **Monday 14th March 2022.** If we receive more than one application, the information on each nominee will be sent out on **Tuesday 15th March 2022** and parents/carers will be invited to vote for their preferred candidate until midday on **Tuesday 29th March 2002.** Voting slips will be opened and counted on **Tuesday 29th March 2022 and candidates will be notified of the result on the same day.**

If you have any other questions, please contact Chelle McCann, Senior Clerk to Governors at mmccann@hovepark.org.uk

Being a school governor is interesting, challenging, worthwhile and rewarding and we really hope that you consider applying.

Yours sincerely,

Chelle McCann

**Senior Clerk to Governors**

**Being A School Governor**

**Time Commitment**

The term for the elected Governor is four years. As a guide, we expect that the role will involve between 4-6 hours per month:

* There are 4 full Governing Body meetings per year, which all Governors are expected to attend. The times and dates are set a year in advance.
* There are also areas of responsibility which are assigned to individual Governors, such as Safeguarding, Curriculum or Health & Safety.
* As well as attendance at meetings there are other time requirements, including school visits and participation in Task and Finish Groups.
* There is a requirement for employers to give employees ‘reasonable time off’ to carry out their governor duties at maintained schools.

**Training**

You would be expected to complete the Governor Induction training course provided by the Local Authority that are run regularly throughout the year, with daytime and evening choices. There are also other training courses you can attend as required and there are online learning modules you can undertake in your own time. The local authority also provides advice and guidance by phone and email.

**The Governing Body**

Each Governing Body is made up of some elected members (parents and staff) and others appointed due to their skills and experience, e.g. Local Authority and Co-opted Governors. Governors contribute to the work of the Governing Body in raising standards of achievements for all pupils. This involves providing a strategic view for the school, acting as a critical friend and ensuring accountability.

**Parent/Carer Governors**

Parent/Carer Governors are not elected to represent all parents and carers, but to bring the voice of a parent/carer to the Governing Body. Although Parent/Carer Governors may be regarded as the official channel for parent and carer views, there are usually other methods for parent/carers to make their views known. In Governing Body meetings, Parent/Carer Governors vote after hearing the views of all Governors so they can make an informed decision.

**Nomination Form for Parent/Carer Governor**

Please hand in to the school office by **Midday 14th March 2022.**

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| Candidate: | Child: |
| Email: | |
| Contact telephone: | |
| 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: [http://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made](about:blank).  I agree to inform the Senior Clerk to Governors if I subsequently become ineligible.  I understand that I will be asked to apply for a Disclosure and Barring check before appointed [https://www.gov.uk/disclosure-barring-service-check](about:blank).  Candidate’s signature: | |

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| --- | --- |
| Proposer: | Child: |
| Proposer’s signature: | |

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| Seconder: | Child: |
| Seconder’s signature: | |

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| **Candidate’s supporting statement (between 150 & 200 words) – you may email your supporting statement directly to the clerk if you wish to** mmccann@hovepark.org.uk  *Guidance: you might find it helpful to consider why you would like to be a governor and what contribution you feel you could bring, for example what skills, knowledge or experience that you would bring to the Governing Board that would contribute to the success of the schools (please consider any paid or voluntary work or lived experience).* |