

2nd February 2024

Dear Parent

### **ELECTION OF A PARENT GOVERNOR**

I am writing to you to inform you about an election of a Parent Governor. The Local Governing Committee (LGC), when it is complete, comprises nine Local Governors of which two will be elected by the parents. There is currently one Parent Governor vacancy within school. Parent Governors will serve for four years, unless they resign during their term of office. They can continue in office even when their children have left the school in order to complete their term.

The LGC also comprises:

- 1 Staff Local Governor (appointed by staff body)
- 5 Trust appointed Governors (appointed by the CVLT Trust Board)
- The Headteacher (*ex officio*)

#### What do local governors do?

**Governors work together to assist CVLT Trustees to carry out their core functions:**

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

Governors must also ensure that the Trust Board complies with all legal and statutory requirements. The Trust's Scheme of Delegation sets out the levels of delegation for Local Governing Committees (LGC) and should be referred to regularly by governors. LGCs work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing committee is strategic.

#### Do Parent Governors have special responsibilities?

No, Parent Governors do not have extra duties. Local Governors work as a team, with shared responsibilities. The Parent Governors speak as parents: they can't speak for all parents.

#### How are Parent Governors appointed?

We take the term 'parent' to include anyone who has custody of a child registered at the school, as well as 'natural' parents.

If we receive more nominations than there are places to fill, there will be a secret ballot and I will send ballot forms (1 per parent irrespective of the number of children you have) and envelopes to complete to each home by hand of the children. The form explains how votes may be cast.

If the number of nominations we receive is the same as the number of places to be filled, then those people will be declared appointed. If there are fewer, they will be declared appointed and the LGC will be responsible for filling any vacancies by inviting a parent of a child at the school to become a Parent Governor.

Parent Governors must be people who have children at the school when they are elected. Applicants should also have a strong belief in continually improving the quality of education of children at school and have the time to commit to attend training and local governing committee meetings. If you decide you wish to stand for election it is necessary to get two parents at the school to propose and second your nomination.

If you are not able to stand for election, you may know of someone who is and parents with children at the school can nominate another parent for election. You can obtain a nomination form from the school and, having signed it yourself and obtained the signatures of the seconder and of the person you are nominating, return the form to me by Friday, 23<sup>rd</sup> February 2024. You can nominate as many parents as there are seats to fill but you need a nomination form for each.

### Result of the Election

The name of who has been elected will be displayed at the school for 21 days and will be included in the next edition of the school newsletter.

Anyone having any query about the election is invited to contact the school.

Yours sincerely,

A handwritten signature in black ink that reads "H. Dowds".

**Helen Dowds**  
**Principal**

**THE CLOSING DATE FOR NOMINATIONS IS FRIDAY, 23<sup>RD</sup> FEBRUARY 2024**