



October 2019

Dear Parents/Guardians

Governing Body Election for Parent Governors

I invite you to consider putting yourself forward for election as a Parent Governor on the Governing Body. The Articles of Association provide that there shall be up to seven elected Parent Governors on the Governing Body.

Becoming a governor is a very rewarding and worthwhile experience. Effective governors do not need educational expertise, but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

Parent Governors need to be able to work as enthusiastic member of the Governing Body team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and act all times in the best interests of the school. As an Academy school, the Governors are employers of all staff who work on the site and the school owns its own land.

The prime focus of the Governing Body is to develop the strategic direction of the school, be accountable to stakeholders and to ensure that financial resources are spent appropriately. Governors are given opportunities to access training and development to enhance their knowledge and skills.

Governors are elected or appointed to bring the experience of that individual as a member of the governing body. Once elected parent governors are a representative parent but not a delegate. This means they are not expected to report back to parents on matters relating to the school or governing body without prior consent from the Governing Body.

The Governing Body welcomes nominations from individuals with keenness and commitment to serve on the Governing Body.

For further information please check the school website or the NGA website and DfE Governance Handbook at <https://www.nga.org.uk/Be-a-Governor.aspx> and <https://www.gov.uk/government/publications/governance-handbook>

The Governing Body hopes that many of you will respond to this letter by completing the nomination form. If you wish to stand for election as a Parent Governor, it is necessary for you to be proposed by a parent/guardian of a pupil registered at the school. Nominees may either self nominate or be seconded by another parent/guardian of a pupil registered at the school. The proposer and seconder should indicate their support for your candidature by signing the attached Nomination Form.

Nomination forms and further details are available from Reception and on the school website at www.hendonschool.co.uk Completed nomination forms should be sent in an envelope marked Clerk to the Governing Body or electronically to ManganD@hendonschool.co.uk Completed nomination forms must be received by **9am on Thursday 31st October**. Each candidate is requested to submit a brief profile of **up to 150 words** which will be circulated with the voting papers should an election be necessary.

If you wish to discuss the role of Parent Governor, in confidence, with a serving member of the governing body, please contact Diana Mangan at Mangand@hendonschool.co.uk or myself at pauls@hendonschool.co.uk and arrangements will be made.

Yours sincerely

Shirley Paul
Clerk to Governors

HENDON SCHOOL



ELECTION OF PARENT GOVERNORS - NOMINATION FORM

I hereby nominate SURNAME _____

FIRST NAME _____

Please delete as appropriate: Dr/Mr/Mrs/Ms/Miss

ADDRESS: _____

EMAIL. _____ MOBILE PHONE NO _____

PHONE NO (HOME) _____ PHONE NO
(WORK) _____

who is parent/guardian of (Name/s)

PROPOSER	SECONDER
Name:	Name:
Address:	Address:
Name of child: Date of birth of child:	Name of child: Date of birth of child:
Signature:	Signature:

This form to be returned in an envelope marked Clerk to the Governing Body to Reception by **9am on Thursday 31st October 2019** or, electronically, to ManganD@hendonschool.co.uk Nominees should attach a short statement of **not more than 150 words** explaining why they wish to become a Parent Governor. If more nominations are received than there are vacancies an election ballot will be held and all personal statements will be sent to all parents to enable them to vote. Proposers and Seconders must be parents/guardians of registered pupils at the school.



Procedure for the election of a Parent Governor

The Articles of Association sets out in Article 57 the Parent Governor election arrangements. The Articles of Association are available on the School website.

1. The election process will be undertaken by the Clerk to the Governors. All parents, foster parents, guardians and carers of children who are registered pupils at the school are eligible to nominate and to vote candidates in the election.
2. When a vacancy arises, a Notice of Election letter will be prepared by the Clerk in consultation with the Headteacher and distributed to parents. If there are fewer, or the same number of candidates as there are vacancies, these candidates will be declared elected.
3. If there are more candidates than vacancies then a vote, by secret ballot will be taken. A ballot paper will be distributed to each person entitled to vote. No person is allowed more than one vote per vacancy regardless of the number of children he/she has at the school. The ballot paper will state the maximum number of candidates the voter may vote for.
4. The Clerk will distribute details of the candidates and the procedure for the election. Each candidate is required to provide a short profile (up to 150 words) about themselves on the nomination form prior to the election. The paperwork should also make clear the date and time by which the ballot papers must be placed in the ballot box and should be in a conspicuous but secure place.
5. As soon as possible following the election, at a time stated on the Ballot Paper, the Clerk, in the company of the Headteacher or his nominated representative, shall conduct the count in the presence of each candidate (or his/her representative), who shall be invited to attend as observers. The Clerk will declare the result. Ballot papers will be held securely until the count occurs and may be disposed of after a further period of six months.
6. The Clerk and Headteacher (or his nominated representative) will decide which papers are 'spoilt' on the basis that if the candidates present at the count (or their representatives) agree that the voter has not indicated clearly whom they wish to support, the paper is regarded as 'spoilt'. If all candidates can agree upon the candidate whom the voter has intended to support, then the vote will be counted as good. Decisions about 'spoilt' papers will be made before the votes are actually counted. In the event of a dispute about a voter's intention the Headteacher's (or nominated representative) decision is final.
7. In a contested election, whether it be for one or more Governors, the principle of "first past the post" shall operate. The candidate(s) with the highest number of votes shall be declared duly elected.
8. It is at the discretion of the Headteacher or his nominated representative as to whether or not a recount of votes cast should take place.
9. In the event of an equal number of votes being cast for two or more candidates the Clerk, in the presence of the candidates or their representatives, shall draw lots to decide which of the candidates shall be elected.
10. As soon as it is known who is to fill the vacancy(ies), notification of the result will be issued.
11. The period of office for Parent Governors is four years.
12. Vacancies for Parent Governors will arise at any time throughout the year. Some Parent Governors serve their full period of office, others leave the post before that time. The timing of the election for Parent Governors is a matter for each Headteacher in consultation with the Governing Body. It is suggested that elections should not normally take place during the second half of the summer term but delayed until the early part of the autumn term, thus allowing the parents of new pupils on roll the opportunity to take part in the election.