



St Ann's Heath Junior School

Sandhills Lane, Virginia Water, Surrey GU25 4DS

T: 01344 842900 F: 01344 845526 E: admin@stannshealth.org W: www.stannshealth.org

Co-Head Teachers: Mrs J King, Mrs P O'Connor

Tuesday 8th October 2024

Parent Governor Role

Dear Parent/Carer,

We are seeking nominations for parents/carers to stand for election as parent governors of St Ann's Heath Junior School. In our school, we have provision for 2 parent governors and there are currently 2 vacancies.

Parent governors are elected as directed by Schedule 1, Regulation 6 of The School Governance (Constitution) (England) Regulations 2012. Please see attached document for further guidance.

Parent governors and all members of the governing body build productive relationships with the Co-Head Teachers and Senior Leaders while holding them to account for school performance. They work strategically by developing the vision, ethos and strategic direction of the school, and ensuring sound, proper and effective use of the school's financial resources. Governors are not responsible for the internal organisation, management and control of the school or the educational performance of the school, as this responsibility lies with the Co-Head Teachers.

No special qualifications are required to be a parent governor, the most important thing is to have a keen interest in the school and be prepared to play an active role in the governing body's work. Parent governors do need to commit regular time to the role, including preparation for meetings. Training is available for all governors and the governing body has an expectation that those new to governance attend induction training as well as demonstrating commitment to safeguarding training and other on-going personal development. Governors meet twice a term after school (4-6pm) and visit the school at least once a term. School governance is a rewarding and satisfying role offering challenge and opportunities to develop and to give something back to our school and its community.

Please note - Parents/Carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children registered at the school on the day that nominations close.

If you would like to stand for election, please complete the enclosed candidate form and return it to the school office no later than 3.00pm on Tuesday 22nd October. Nominations will not be accepted after this time. Please also include a short personal statement (no more than 100 words) to support your nomination. This should set out your skills and experience, how you believe you can contribute to the future work of the governing body and your commitment to undertake training.



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If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If there are more nominations than vacancies, the election will be held by ballot. If that is necessary, an online voting system will be in place together with details of the ballot procedure and your personal statement will be circulated. All documents received will be destroyed once the parent governor appointment has been completed.

The timetable for parent governor election is set out below:

Tuesday 8 th October 2024	Parent/Carer letter and candidate forms sent home
Tuesday 22 nd October 2024	Last day for returning candidate forms by 3.00pm
Thursday 24 th October 2024	Ballot letter and procedures sent to parents electronically
Tuesday 5 th November 2024	Last day for returning ballots by 12.00pm
Tuesday 5 th November 2024	Count ballot votes after 12.00pm
Wednesday 6 th November 2024	Parent Governor election results

Any parent/carers considering this opportunity is strongly advised to look at the governor page on our school website for further information.

All nominations must be submitted to the school office (admin@stannshealth.org) by 3pm on Tuesday 22nd October 2024.

Kind regards,

Jackie King and Pip O'Connor
Co-Head Teachers