

**WESTERN ROAD COMMUNITY PRIMARY SCHOOL**  
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20<sup>th</sup> September 2021

Dear Parents and Carers,

### **PARENT GOVERNOR ELECTION – Western Road Community Primary School**

To help the school grow from strength to strength, we are seeking a new parent governor for our friendly and supportive Governing Body. We are keen to recruit people from a wide range of backgrounds who want to help Lewes children understand and contribute to the world around them, in Lewes and beyond; develop strong skills and a life-long love of learning; and are resilient, confident and kind.

Parent governors play a very important role in keeping the governing body aware of the views from the parental perspective. They are a vital part of our team and we hope that there are parents willing to give their time and commitment to this important role. A governor must be able to:

- raise questions and take part in discussion and decision-making
- be discreet, open minded and fair
- be a source of ideas and a good communicator
- be enthusiastic about the work of the school
- be prepared to work as part of a team.

The Governing Body meets six times a year. Beyond that, Governors contribute according to the time they have available. Membership of the Governing Body provides an opportunity not only to contribute to the school and the wider community but also to develop personal skills and interests, for example in mental health and wellbeing or in equality and diversity. We provide a full induction and, with East Sussex County Council, many learning opportunities. Mrs Wooler would be pleased to talk about the role to any parent.

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Details of the process to fill the vacancy are outlined below.

### **THE NOMINATION OF PARENTS AS CANDIDATES**

Each parent \* of a pupil attending the school is to be given the opportunity of putting their name forward with a view to becoming a parent governor. If you want to put your name forward, you should write to the Clerk, Nicola Gibson ([clerk@westernroad.e-sussex.sch.uk](mailto:clerk@westernroad.e-sussex.sch.uk))

Letters of nomination must be countersigned by two sponsors (please see form on page 3 of this letter), who must also be parents of children currently attending the School. Neither the proposer nor seconder should be the spouse/partner of the person nominated however. The closing date for the receipt of nominations by the school is **FRIDAY 1<sup>st</sup> OCTOBER by 3.30pm.**

In the event of there being no more than one nomination, the person nominated will automatically become a Parent Governor. The successful candidate will be notified immediately.

**Headteacher: Irèna Wooler**  
[head@westernroad.e-sussex.sch.uk](mailto:head@westernroad.e-sussex.sch.uk)



**Deputy Headteacher: Rea Hamilton**  
[reahamilton@westernroad.e-sussex.sch.uk](mailto:reahamilton@westernroad.e-sussex.sch.uk)

## **THE ELECTION PROCEDURE**

If there are more applications than there are vacancies, Mrs Wooler will arrange for a secret ballot to be held. She will issue ballot papers to all eligible parents as soon as possible after the closing date for the receipt of applications. A minimum of five working days will be allowed for the return of the ballot papers which can be by post or electronic means.

Candidates have the right to attend the count and will be advised of the venue, date and time at the same time as the ballot papers are sent out.

The start date for this role will be the same day as the count.

## **CANDIDATES' CONTRIBUTION TO THE ELECTION**

Candidates will be given the opportunity to write a short statement, which will be circulated to all parents of the school.

## **CLOSING DATE FOR APPLICATIONS**

Applications must be received by **FRIDAY 1<sup>st</sup> OCTOBER at 3.30pm.**

## **NEXT FULL GOVERNING BODY MEETING**

This will be on **MONDAY 22<sup>nd</sup> NOVEMBER AT 6pm.**

## **TERM OF OFFICE OF PARENT GOVERNORS**

An elected parent governor will hold office for a period of four years. Parents can serve their term of office even if their child/children leave the school. Full Governing Body meetings take place six times a year at 6pm on a Monday evening.

## **REFERENCES**

The appointed parent governor will be asked to undergo safeguarding checks and to provide a reference but please not from a friend or family member.

## **PARENTS' PARTICIPATION**

It is very important for the school that parents should be actively involved in their children's education. Therefore, please do participate and take an interest in the election process whether as candidates or voters. In this way all parents can have a voice in the running of the school.

## **SCHOOL GOVERNMENT IN GENERAL**

On appointment all governors receive documents and training to help them in their role as a school governor. You can view East Sussex County Council's website about Governors and their roles at: <http://www.eastsussex.gov.uk/educationandlearning/schoolgovernors/becoming/default.htm>

If you have any queries at this stage regarding the subject of Parent Governors, would you please contact the Clerk to the Governors, Nicola Gibson or Irèna Wooler will be pleased to help you.

Yours sincerely

Irèna Wooler  
Headteacher

Nicola Gibson  
Clerk to the Governors

Hilary Turner  
Acting Chair of Governors

**\* DEFINITION OF " PARENT "**

Section 576 of the Education Act 1996 defines "parent" to include:

- all natural parents, whether they are married or not; and
- any person who, although not a natural parent, has *parental responsibility* for a child or young person; and
- Any person who, although not a natural parent, *has care* of a child or young person.

**APPENDIX 1B - Nomination Form for Parent Governor**

Full Name:.....  
Address:.....  
Postcode: .....  
Preferred Contact Telephone Number:.....

Parent/Legal Guardian of (*child's name*):.....

**I wish to stand for election as a Parent Governor of Western Road Community Primary School. The following two parents or legal guardians of children attending the school support my nomination:**

1. Name .....  
Address .....
2. Name .....  
Address .....

**Election Statement (no more than 100 words):**

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