



Dear Parents

## Nomination of Parent Governors

I am writing to inform you of a vacancy for the role of parent governor on our governing body.

If you are passionate about education and would like to play an essential part of the strategic development of our school, then please complete the nomination form.

Governing bodies are responsible for a wide range of matters. Their duties include management of the school budget, school effectiveness, preparation for OfSTED inspection/formulation of post-OfSTED Action Plan and involvement in a variety of personnel and pupil issues. A school governor will be supported in these duties by other experienced members of the governing body, the headteacher, the clerk to the governors and the County Council.

The governing body of Corby Old Village Primary School regularly conducts a skills audit to inform the recruitment of new governors. The school is currently looking for people with a willingness to learn, attend meetings and be committed to school improvement are also very important qualities

The governing body works together as a group, meeting at least once a term. If you are thinking of standing as a governor, remember that you will need to attend a minimum of three full governors meetings a year, plus four committee meetings and at least two monitoring visits during the year. As a governor, you will normally hold office for a period of four years, even if your child leaves the school during this time. You can, however, resign from the governing body at any time. The governing body expects all new governors to attend training, complete a DBS clearance and agree to the Governors' Code of Conduct.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election and can vote in the election. ***Please find attached a copy of the Disqualification Regulations together with the Governor Code of Conduct. Please ensure you read these before deciding whether to put yourself forward for nomination.***

If you wish you can include a few details about yourself and why you would like to become a governor and how you meet the following criteria:

- evidence that demonstrates the skills and experience the governing body requires as stated above;
- your commitment to undertake training and development to acquire or develop the skills to be an effective governor;
- if seeking re-election, details of your contribution to the work of the governing body during previous term of office; and

☎ 01536 202359    ✉ [bursar@covs.northants-ecl.gov.uk](mailto:bursar@covs.northants-ecl.gov.uk)

Corby Old Village Primary School, High Street, Corby, Northants, NN17 1UU

[www.covp.org.uk](http://www.covp.org.uk)

- how you plan to contribute to the future work of the governing body

This will then be circulated to all parents to help them decide who to vote for. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. An election will be held if more nominations are received than the number of vacancies.

All nominations should be sent in to the school office by 8<sup>th</sup> May 2019 at 10am. Every nomination must be signed.

On the 13<sup>th</sup> May 2019 we will send out ballot papers with the names of the candidates and their details. We send the ballot forms home with the children so please watch out for the letter! Each parent will have one vote per vacancy regardless of the number of children you have in the school. The ballot is secret; you can send or post the ballot papers back in a sealed envelope, or drop it into the ballot box in the school office. All the votes must be in by 22<sup>nd</sup> May 2019 at 10am when they will be counted.

Please think about becoming a governor or encouraging others as we need committed parent governors.

Yours sincerely

Paula Thomas  
Headteacher



## Nomination Form

Election for a parent governor at Corby Old Village Primary School

Name:

Children in year(s):

Pen Portrait - How I meet the skills required by the Governing Body

**For office use ONLY (this information must not be distributed to the electorate):**

**I am willing and eligible to stand for election as a parent governor at (*school*).**

I have read the rules regarding the eligibility to become a governor which I received with the nomination form.

Full name (please print).....

Address.....

Email: .....

Telephone.....

Signed:.....

