



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 attached 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 someone with a willingness to learn, attend meetings and be committed to school improvement.

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 (a copy of this is attached).

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

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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 **Friday 23<sup>rd</sup> April 2021 at 10am**. Please send them via email to [office@covs.northants.sch.uk](mailto:office@covs.northants.sch.uk). If you would prefer to receive a paper copy of all of this information, along with a nomination form, please let the school office know and we will arrange for a copy to be sent home with your child. You may then return this to the school office once completed. Please note that every nomination must be signed.

On Wednesday 28<sup>th</sup> April, we will send out ballot forms to all parents. These will more than likely be in an electronic format but paper copies will also be available if required. These forms will contain the names of the candidates and their details. Each parent will have one vote per vacancy regardless of the number of children you have in the school. The ballot is completely anonymous. All the votes must be in by Friday 7<sup>th</sup> May 2021.

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

Yours sincerely

Paula Thomas  
Headteacher