



Tickford Park Primary School

Avon Close
Newport Pagnell
Buckinghamshire
MK16 9DH

5th October 2018

Dear Parent/Carer

PARENT GOVERNOR NEEDED

Our Governing Body is currently seeking a Parent Governor to contribute to the continuing success of the school. Governors work closely with the Headteacher and staff to ensure that all pupils can develop as individuals and receive a good quality education.

You don't need any special qualifications to be a school governor; we require people in the community who can bring energy, experience, fresh ideas and be a good listener. You may think you need to be an expert to be a governor; this is not true – interest, enthusiasm and commitment are much more important. However, we would particularly welcome nominations from parents with the following skills: HR, Finance, Personnel, Health and Safety, Project Management and Resource Management. Training is available for all our governors and our governing body has an expectation that those new to being a governor, attend free induction training.

The governing body, with the Headteacher, has overall responsibility for the running of the school. Governing bodies have the following core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils;
- Overseeing the financial performance of the school and making sure its money is well spent.
- The strategic management of the school
- To act as a "critical friend"
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If you are considering applying for this role you may find it useful to meet with either myself and/or the Executive Headteacher, Claire Britnell, who will be happy to meet to discuss the role with you. The enclosed sheet summarises the circumstances under which someone cannot serve as a governor.

The following points should be noted:

- Governors are required to attend 5 full governing body meetings a year and one training session, usually from 6.30pm on a Thursday evening. They are also required to be a member of one sub-committee which will meet at least three times a year at a time that suits the members of the Committee. The tenure of a School Governor is 4 years.
- There is also some paperwork and reading connected to the role involved in being part of helping to maintain a busy successful school.
- Only a parent or carer of a pupil currently registered at Tickford Park Primary School may be nominated. Parents who are nominated for election must be proposed and seconded in writing, with nominations being signed by the proposer and seconder. A parent may nominate her/himself, as long as s/he has a seconder. The person nominated must also state in writing that s/he is willing to stand for election.
- The proposer and seconder must also each be a parent or carer of a student currently registered at Tickford Park Primary School.
- A Parent Governor whose child leaves the school during the four year period may continue for the full term if he or she so wishes.

- Parents may be interested in the overall constitution of the Governing body which currently is:
 - 1 x LA Governors
 - 4 x Parent Governors
 - 2 x Staff Governors (including Headteacher and one member of staff)
 - 3 x Co-opted Governors
 - 2 x Partnership Governors

I enclose a form for use in nominating a Parent Governor, which parents may find useful, but a separate nomination letter is just as acceptable. The closing date for receiving nominations is **9.00am on Friday 19th October 2018. No late nominations will be accepted.** If there is only one parent nominated, he or she will be elected unopposed but if there are two or more candidates for the vacancy, a ballot will be held. All parents whose child/children attend this school will be entitled to vote in the ballot and voting will be on the basis of one voter per parent/carer per place available. Candidates will be asked to provide information about themselves (up to 200 words) which would be distributed to all parents to assist in the election process. In the event that the vote is tied then the winner will be drawn from a hat by the Headteacher and Chair or Vice Chair of Governors.

Governors are a vital part of school life, if you would like to discuss being a governor, please do not hesitate to contact me.

Kind Regards

A handwritten signature in black ink that reads "Emma". The letters are cursive and fluid.

Emma Whyte
Chair of Governors

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Tickford Park Primary School – Parent Governor Vacancy - Nomination Form

PLEASE USE BLOCK CAPITALS AND A BLUE OR BLACK PEN.

I wish to nominate _____ for the position of Parent Governor

Name and class of child of nominee _____

Name of proposer _____

Name and class of child of proposer _____

Signature _____ Date _____

Seconded by _____

Name and class of child of seconder _____

Signature _____ Date _____

I am prepared to accept this nomination and I confirm that I am not disqualified from holding office for any of the reasons set out in the School Governance (Constitution) (England) Regulation 2012 (attached sheet to letter)

Signature of candidate Date _____

Completed nomination forms must be returned to the school by 9.00am on Friday 19th October 2018

Head Teacher:
Miss Claire Britnell
Email: office@tickfordpark.milton-keynes.sch.uk

Tel: 01908 610431
Fax: 01908 617094
www.tickfordpark.org.uk