



Mesne Lea Primary School

Working together for individual excellence

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Election of Parent Governor

Dear Parents/Carers

There is a vacancy on the Governing Body of our school for a Parent Governor. Any Parent or Carer with responsibility for a child on the register of this school, including Nursery, may stand as a candidate. You may nominate candidates up to the number of vacancies available. You may nominate yourself if you wish.

What skills and experience do you need to be a Governor?

The Governing Body is a key strategic decision maker and vision setter in every school and academy. It is also a key part of the overall system for school accountability. Governors have a vital role to play in driving up school and pupil performance, and ensuring that resources are used well to give every child the best possible education.

The Governing Body should have a strong focus on three core functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

To do this as a Governor, you would need:

- a strong commitment to the role, and to improving outcomes for children;
- the inquisitiveness to question and analyse, and the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English
- sufficient numeracy skills to understand basic data;
- to work constructively in meetings, and lead meetings, if necessary.

In addition to this, expertise or experience in the following is always welcomed by the governing board:

- analysing performance data;
- budgeting and driving financial efficiency;
- performance management and employment issues, including grievances.

The term of office for Parent Governors is four years but you may resign at any time. Even if your child leaves the school you will be able to complete your term of office if you wish.

Governors' Conduct

Governors also have to operate within a code of conduct. The code of conduct can be found on the Salford City Council Website at <https://www.salford.gov.uk/schools-and-learning/school-governors/governor-resources-and-training/information-for-governors/>.

The Governing Body takes its responsibility to safeguarding children very seriously, and all Governors are required to operate within the school's safe working practices policies and child protection policies. All Governors are also required to complete eligibility checks, which can include a Disclosure and Barring Service (DBS) check.

Who is not eligible to be a Parent Governor?

A person is disqualified from being a Parent Governor if they are an elected member of the Local Authority, or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

There are some circumstances that make people unable to be considered as school Governors. These are shown on the Salford City Council website at <https://www.salford.gov.uk/schools-and-learning/school-governors/how-to-become-a-governor/persons-ineligible-to-act-as-governors/>

Criminal Records Checks are required for all school Governors

All school Governors are required to have an enhanced criminal record check carried out via the Disclosure and Barring Service (DBS). All new Governors must have applied for their DBS check within 21 days of their election as a Governor and the school business manager will guide you through this process should you be elected. Governors cannot take up their place on the Governing Body until their check is in place.

How to make a nomination

Please use the attached nomination form which should be returned to myself, at school **no later than 4.00 pm on Friday, 18 November 2016**. Nominees can submit a statement to support their candidacy. The statement should be around 100 words in length and will be sent out with the ballot papers should a ballot be required. Statements can be returned with the nomination form or at a later date if required for a ballot.

If we receive more nominations than vacancies, then it will be necessary to hold an election by ballot so that all of our Parents/Carers can choose who will be the Parent Governor on the Governing Body. If we only receive the same number of nominations as there are vacancies those nominees will be elected unopposed, and a formal ballot will not be required. We will inform you if a ballot is required or who has been elected unopposed, as soon as practicable after the deadline for nominations has passed.

Yours sincerely

Mrs J Finlay
Headteacher (The Returning Officer)