**Sandilands Community Primary School**

Wendover Road

Wythenshawe

Manchester

M23 9JX

Tel: 0161-973-6887

 **Headteacher**

 **Mrs J. Grant**

Fax: 0161-973-6925

admin@sandilands.manchester.sch.uk

25th November 2020

Dear Parent,

**School Governing Body - Parent Governor Elections**

There will be three vacancies for Parent Governors to serve on the Governing Body of Sandilands Primary School from January 2021.

The other members of the Governing Body represent the local authority, the school staff and the local community. The powers and responsibilities of governors have changed in recent times. Governors should act in a strategic role, as a ‘critical friend’ to the school and be accountable for their responsibilities.

Some parents may be put off by the amount of work involved in being a governor, or feel that they do not have the necessary expertise, knowledge or skills to carry out the role effectively. However, parents have much to offer to their local schools and can play a vital part in helping schools to meet the needs of the children and communities they serve.

It is very important that parents stand for election to the governing body so that the views of parents are represented on it. Otherwise, a parent may be appointed to serve who has no children in your child’s school and who knows very little about the school and its local community.

Enclosed with this letter you find a form which explains how you can be nominated to stand for election, or to nominate some other parent. Please also write a statement about yourself and what skills to have to offer to help parents to decide who to vote for (if an election is needed). The nomination form and statement must be returned to school by ***Wednesday 9th December 2020***. The nomination papers can be returned via the school office or by email to j.murphy@sandilands.manchester.sch.uk

Governors are not expected to be instant experts. The parent elected will be provided with relevant information, by the local authority and the school, once they are elected, and it is expected that they will take part in training events to help them learn about their role. The Governor Support Service offer advice and support to Governors on all aspects of their role.

Remember, decisions taken by the governing body will affect **your** child’s future education. To make sure you have a voice in that decision-making, please make every effort to take part in these elections.

If you want further advice, please speak to the Headteacher at school or Governor Support on 0844 967 1111.

Yours faithfully,

Jane Murphy

#### Deputy Returning Officer/Clerk to Governors

|  |
| --- |
| **Nomination form for the election of parent governor** |

|  |
| --- |
| **SANDILANDS PRIMARY SCHOOL** |

|  |  |
| --- | --- |
| Name and address of candidate (the parent nominated for election for governor): |  |
| Parent of (Name of Child): |  |
| Signature of person nominatedto be a governor |  |

|  |  |
| --- | --- |
| Name and address of proposer: |  |
| Parent of (Name of Child): |  |
| Signature of proposer: |  |

|  |  |
| --- | --- |
| Name and address of seconder: |  |
| Parent of (Name of Child): |  |
| Signature of proposer: |  |

***Candidate’s consent to nomination***

I (name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to being nominated as a candidate for election as a Parent Governor on the Governing Body of Sandilands Primary School

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A ‘Candidate’s Statement’ ***is/is not\**** included overleaf to provide information about myself to parents in the election. I wish this statement to be included with ballot papers issued to parents, if a ballot is required.

***\*delete as appropriate***

***When completed, this form must be returned to School by no later than Wed 9th Dec 2020.***

|  |
| --- |
| **Candidate’s Name:** |
| **Nominated candidate’s statement** |
| **Please state why you wish to be a governor:** |
| **Please detail any skills and experience you have that you feel would be of benefit to the role of governor:** |

**MANCHESTER CITY COUNCIL**

**ELECTION OF PARENT GOVERNOR AT**

**SANDILANDS PRIMARY SCHOOL**

**NOTICE OF ELECTION**

***Notice is hereby given that:-***

i) The election of a Parent Governor to serve on the Governing Body of Sandilands Primary School will take place this term.

ii) If you are a parent of a registered pupil in the School you are entitled to take part in the election procedures.

1. All parents are entitled to be nominated for election to the Governing Body except
	1. If they are elected members of the local authority in which the school is situated
	2. If they work at the school for more than 500 hours in any school year (August 1 to July 31)

All parents are entitled to nominate other eligible parents for election. The number of nominations made by each parent must not be more than the number of Parent Governor vacancies. Nomination Forms will be sent to parents by the Headteacher. Each nomination must be supported by parents from two other families eligible to take part in the elections. If you are nominated for election, you must sign a form giving your consent to be nominated. Unsigned Nomination Forms will not be accepted.

iv) **Completed Nomination Forms must be returned to the Headteacher by not later than Wednesday 9th December 2020**.

v) If, by the closing date for nominations shown above, the number of nominations received is less than, or equal to, the number of Parent Governor vacancies, those nominated shall be declared elected unopposed from that date. If the number of nominations received is greater that the number of Parent Governor vacancies, an election will be held and ballot papers will be sent to you by the Headteacher.

vi) If you are a candidate for election, you may be given the opportunity to meet all parents and/or to provide them with a written statement about yourself to assist parents to decide for whom they wish to vote.

vii) Voting will be by secret ballot and you will be asked to return your completed ballot paper to school in a sealed envelope which the school will provide. You can either return the ballot personally, by post or by giving it to your child to return to school. No vote will be counted unless it is on an official ballot paper. You can vote for no more than [insert number] of the candidates shown on the ballot paper.

viii) Completed ballot papers must be returned to the Headteacher by not later than the date shown on the ballot paper.

1. Parent Governors serve for a four year\* term of office. Parent Governors are NOT required to resign from the Governing Body if they no longer have a child as a registered pupil at the school at any time during their period of office, although they may choose to do so at any time if they so wish, for any reason. If a Parent Governor does resign part way through their period of office, a by-election will be held. The newly elected Governor will serve for a full four year period of office unless she/he chooses to resign during that period.

 \**the governing body can decide upon a shorter term of office for all or certain categories of governor. If the period is not 4 years it must be included in the Instrument of Government for the school.*

x) If there is a tied vote, the parent with the youngest child registered at the school will be declared elected.