



18th September 2024

Dear Parents,

PARENT GOVERNOR VACANCY

I am writing to let you know that there is a parent governor vacancy from today for **two** parent governors to join on our governing board, and to ask for nominations.

The governing board, with the headteacher, has overall responsibility for the running of the school. The three core functions for all boards are;

- to ensure that the school has a clear vision, ethos and strategic direction.
- to hold the headteacher to account for the educational performance of the school and its pupils;
- to oversee the financial performance of the school and making sure its money is well spent.

You do not need any specific qualifications to be a governor. The most important thing is you're interested in the success of the school and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board will have a range of skills, and we would welcome nominations from parents with knowledge and experience in the education sector although this is not mandatory.

There are some circumstances under which someone cannot serve as a governor, and these are detailed on the further information sheet attached to this letter.

Training and support will be available to help you develop into the role.

If you feel you can help in this capacity please contact Toni Moore, PA to SLT for a nomination form which will need to be completed and returned to the school by 12:00 on Friday 11th October 2024

You should be aware that successful candidates will be required to:

- undergo a Disclosure and Barring Service (DBS) check
- sign a governors' Code of Conduct
- provide details of relevant business and financial interests
- agree to the publication of some details on the school website and on the [Get Information about schools service](#).

Email admin@sc.coastandvale.academy • Telephone 01723 362301 • www.scalby.coastandvale.academy

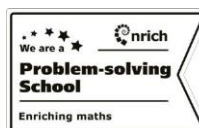
Fieldstead Crescent, Scarborough, North Yorkshire, YO12 6TH

Headteacher: Mr C. Robertson

Part of Coast and Vale Learning Trust

Registered office: Fieldstead Crescent, Scarborough, North Yorkshire, YO12 6TH

Registered in England No. 10265276





If there are more applications than vacancies, an election will need to be held. Should this be the case, you will be contacted again with details of how you can vote and information about the candidates standing for election.

Further information about governors and the work they do can be found at <https://www.gov.uk/government/collections/local-authority-maintained-schools-governance>.

If you would like to know more about the role of a governor at our school please contact Toni Moore, PA to SLT on T.Moore@sc.coastandvale.academy who would be happy to answer any questions you may have.

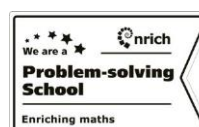
Yours sincerely,

Mr C Robertson
Headteacher

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Further information

Eligibility

To be eligible to stand for election as a parent governor you must have parental responsibility for, or care for, a child or young person registered at the school on the date of the election. This date is deemed to be the closing date for the receipt of nominations, or the date on which the governor position becomes vacant, if elections are being carried out in advance.

Disqualification

A parent is disqualified from standing for selection if they are:

- an elected member of the local authority
- paid to work at the school for more than 500 hours in any consecutive 12 month period
- Subject to any of the disqualifications under the School Governance (Constitution) (England) Regulations 2012. Full details will be supplied with the nomination papers.

Term of office

The standard term of office is 4 years from the date of appointment. Parent governors may continue to serve their full term of office even if their child leaves the school.

The role of the parent governor

The role of the parent governor is not as a spokesperson for the views of parents. They are the same as any other governor on the board, providing a 'parental viewpoint' ie representative parents rather than representatives of parents.

Can you be removed from the role?

There are some circumstances where governors can be removed from their role. These include repeated non-attendance at meetings; and behaviours not in accordance with the code of conduct.

Frequency of meetings and time commitment required

5 Governor meeting per academic term.

Maybe required to attend occasional pupil disciplinary panel meetings, subject to your availability

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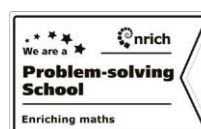
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Document B – model nomination paper

ELECTION OF PARENT GOVERNORS

Nomination Paper

Name of School:	[insert]
Number of parent governor places available	[insert]
Please read the notes below before completing this form	
NAME OF CANDIDATE	
Address	
Signature	

Candidates must be eligible to vote in the election, ie a parent of a registered pupil at the school on the date of the election. The date of the election is deemed to be the closing date for the receipt of nominations, or the date on which the governor position becomes vacant, if elections are being carried out in advance.

Please return the following documents with this form:

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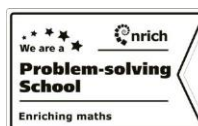
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- ✓ a signed copy of the disqualification declaration form to indicate eligibility to stand for election
- ✓ a signed copy of the governors' details declaration
- ✓ a completed statement in support of your nomination

THIS FORM MUST BE RETURNED TO THE HEAD TEACHER BY [insert date]

**If paper based IN A SEALED ENVELOPE MARKED "CONFIDENTIAL – Parent governor nomination
If using an electronic process, please give specific instructions.**

Document C – model statement in support of election

ELECTION OF PARENT GOVERNORS

Statement in Support of Election

Before completing this form, please refer to the notes provided on page 2 of this document

School	[insert]
Candidate name	
Age(s) of child(ren)	
Experience and/or interests relevant to serving as a governor:	

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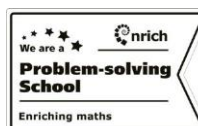
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Scalby School
being the best we can be

Signed: Date:

Notes for completion of the statement in support of election

Using this form, please provide a statement in support of your nomination which should be no longer than **[insert number]** words.

If a ballot is required this statement will be shared with those eligible to vote as part of the election process.

You may wish to consider the following aspects:

- What skills and experience you have to offer

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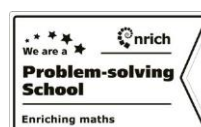
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- What interests you in the role
- Your commitment to undertaking training to acquire or develop the skills to be an effective governor
- If seeking re-election, details of your contribution to the work of the board during your current term of office
- How you plan to contribute to the work of the board.

This statement should be returned with your completed nomination form.

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