



Where children come first

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Dear parents and carers,

## ELECTION OF PARENT GOVERNORS

I am writing to you to inform you about an election for a Parent Governor. The Governing Body, when it is complete, comprises of twelve Governors of which three will be elected by the parents. There is currently one Parent Governor vacancy within school. The Governors would particularly welcome applications from parents with financial or accounting experience to assist with our oversight of the school's financial performance and strategic guidance to help it improve further.

Parent Governors will serve for four years, unless they resign during their term of office. They can continue in office even when their children have left the school in order to complete their term.

The Governing Body also comprises:

- One LA Governor (nominated by the City of York Council)
- One Staff Governor (appointed by staff)
- Six Co-opted Governors (appointed by the Governing Board)
- The Headteacher

### What do governors do?

School Governors are responsible for strategic leadership and accountability within schools. In practise this means that governing bodies are responsible for such things as setting school policies and ensuring they are adhered to; setting and monitoring the school budget; monitoring the progress that the school is making and setting targets for school improvement. Governors are not involved in the operational running of the school. The daily management of the school is the responsibility of the headteacher.

### Do Parent Governors have special responsibilities?

No, Parent Governors do not have extra duties. Governors work as a team, with shared responsibilities. The Parent Governors speak as parents: they can't speak for all parents.

### How are Parent Governors appointed?

*Please note that to protect our children the school gates are locked between the hours of 8.30am and 9.05am and 2.45pm and 3.30pm. If you are travelling to school by car during these times, please be aware that you could be locked in the school car park. Please find alternative parking outside the school gates, if required.*



We take the term 'parent' to include a guardian and anyone who has parental responsibility for the child.

If we receive more nominations than there are places to fill, there will be a secret ballot and I will send ballot forms (1 per parent irrespective of the number of children you have) and envelopes for their return to each home by hand of the children. The form explains how votes may be cast.

If the number of nominations we receive is the same as the number of places to be filled, then those people will be declared appointed. If there are fewer, they will be declared appointed and the Governing Board will be responsible for filling any vacancies by inviting a parent of a child at the school to become a Parent Governor.

Parent Governors must be people who have children at the school when they are elected. Applicants should also have a strong belief in continually improving the quality of education of children at school and have the time to commit to attend training and governing body meetings. If you decide you wish to stand for election it is necessary to get two parents at the school to propose and second your nomination.

If you are not able to stand for election, you may know of someone who is and parents with children at the school can nominate another parent for election. The nomination form is attached and, having signed it yourself and obtained the signatures of the seconder and of the person you are nominating. You can nominate as many parents as there are seats to fill but you need a nomination form for each. A paper copy is available upon request from the school.

The rules for the election are written down in Regulations made by the LA, and these can be inspected at the school.

### Result of the Election

The names of those elected will be displayed at the school for 21 days and will be included in the next edition of the school newsletter.

Anyone having any query about the election is invited to contact the school.

Yours sincerely,

Lamara Taylor  
Headteacher

**THE CLOSING DATE FOR NOMINATIONS IS MONDAY 6<sup>TH</sup> OCTOBER 2025.**