



# Hoyland Springwood Primary School

Cloughfields Road, Hoyland, Barnsley, S74 0ER  
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Headteacher: Mrs Jennifer Hunt  
Executive Headteacher: Mrs Gerry Wilson

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Friday 25<sup>th</sup> September 2020

Dear Parent / Carer

## **ELECTION OF PARENT GOVERNOR(S) TO THE GOVERNING BODY**

Enclosed with this letter is a nomination form from the Headteacher which provides details of the number of parent governor vacancies on the School Governing Body.

If you are interested in taking up one of these positions please ensure that the nomination form is completed as indicated and returned to the school by the date and time shown.

### **What do Governors do?**

Governors make an essential contribution to the life of the school, working as a team to provide the strategic direction for the school, raising standards, acting as a critical friend and being accountable. This is done largely through meetings of the Governing Body. Governors are eligible to serve for up to four years.

Governors arrange their own meetings, which are held at least three times each year. They can discuss all matters concerning the school and have legal responsibility for many aspects of school life including curriculum, discipline, finance, staff appointments and the use of the premises outside school hours.

### **How many Governors are there?**

The number of governors on Governing Bodies varies. In addition to parent governors there are governors representing the Local Authority, school staff, the local community and the Church in Church schools. The school's Headteacher is usually a governor.

### **What qualifications are needed?**

To be an elected parent governor you must have a child who is a registered pupil in the school at the time you become a governor. Governors do not need special skills, experience or qualifications, although these can be valuable. The most important thing is to be interested in the life of the school and willing to be a committed and active governor.



### **How do Parents become Governors?**

Anyone who wishes to serve as a parent governor has to be proposed and seconded by parents of registered pupils at the school. If the number of parents nominated is equal to the number of vacancies, you are appointed to the Governing Body automatically. You will be required to undertake a check through the Criminal Records Bureau. If the number of nominations exceeds the number of vacancies, a secret ballot of parents will be held to elect the parent governor. You are requested to provide a brief statement in support of your nomination. The statement will help parents to decide who they wish to be a parent governor.

### **Are all parents with a child at the school eligible?**

A summary of disqualifications from membership of a Governing Body will be circulated to the nominees. The summary is available from the Headteacher and Governor Development Services,

### **How are Governors supported?**

Governors are supported in a variety of ways. These include the Governing Body itself, in particular the Headteacher and the Chairperson of the Governing Body; the Local Authority through the Clerk who attends meetings of the Governing Body and Governor Development Services; through the Local Authority's comprehensive Governor Development Programme, the Department for Education, and a number of internet websites:

[www.governornet.co.uk](http://www.governornet.co.uk)

[www.education.gov.uk](http://www.education.gov.uk)

### **Where can I get more information?**

If you would like to find out more, or need clarification on any matter, you may ask the Headteacher, the Chairperson of the Governing Body or contact Governor Development Services, telephone 01226 772268.

Yours sincerely



J Hunt  
Headteacher





**PARENT GOVERNOR NOMINATION FORM**

Dear Parent

Date .....

*Hoyland Springwood School Governing Body*

One Parent Governor vacancy has arisen to begin in April 2020 on the School Governing Body. Should you wish to nominate one of your fellow parents please complete the form below and return to School by ..... at 3.30pm.

The nominee, proposer and seconder must all be the parent of a registered pupil at the school and all nominations must have a proposer and seconder. The parent nominated should also indicate in writing his / her willingness to serve as a governor.

Nominations received after the above date and time will be invalid.

In the event of an election being required ballot forms will be forwarded to you from the School.

Headteacher

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**NOMINATION FORM – PARENT GOVERNOR**

**HOYLAND SPRINGWOOD SCHOOL GOVERNING BODY**

The following parent is nominated to serve as a parent representative on the School Governing Body.

	NAME	ADDRESS	Please enter your eldest/only child's name who is a registered pupil at this school	Please indicate Year Group
Nominee:	.....	.....	.....	.....
Proposer:	.....	.....	.....	.....
Seconder	.....	.....	.....	.....



