**Monday 16th January 2023**

**Parent Governor Vacancy**

Dear Parents and Carers

The governing body of Hartford Infant and Preschool and Hartford Junior School are looking for parent governors. The role will be as governor to all 3 of the Harford Schools. We are writing to you to ask if you would be interested in becoming a school governor.

Governors are responsible for ensuring the strategic direction of the school, its performance and the use of resources to support learning. They help to ensure that our school provides the best education it can for children, parents and our local community. Our parent governors are very valuable members of the governing body, and we rely on them to help us to give a parent’s view. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice and training are available from various sources. If you are interested in being part of the team and have time to commit to this role, we would like you to consider becoming a parent governor. If you would like more information, please contact the school and we can put you in touch with a member of our governing body for an informal chat.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election, but they are permitted to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is 4 years.

All nominations should be sent into the school office by Wednesday 25th January 2023 at 4pm. We also need candidates to provide a written statement of not more than 200 words outlining why they would like to be a governor, and what knowledge/skills/experience they can bring to the governing body. If you would like extra copies of the nomination forms, please contact the school office.

On 27th January at 4pm we will inform parents about the details of parent governor nominations. If an election is necessary, we will do an electronic ballot with the names of the candidates and their details. The ballot is secret and can be returned anonymously. All votes must be in by Friday 3rd February 12 noon when they will be counted.

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office.

Yours sincerely

Headteacher Chair

**Self-Nomination Form**

Election for a Parent Governor for HARTFORD INFANT AND PRESCHOOL AND HARTFORD JUNIOR SCHOOL

Name:

Child(ren) in Year(s):

I am willing and eligible to stand for election as a parent governor at HARTFORD INFANT AND PRESCHOOL AND HARTFORD JUNIOR SCHOOL

Name of Candidate:

Signature:

Date:

Application and Pre-Appointment Check Form

The information you give on this form will enable your eligibility to serve as a governor to be established. If you are elected as a governor you will need to undertake enhanced DBS and Section 128 checks and provide further personal information which will be entered onto the DfE GIAS database but will not be made publicly available, your clerk will ask you to complete the relevant pre-appointment checks. These measures form part of the school’s routine procedures for ensuring the safety of pupils, as well as complying with the relevant safeguarding/government guidance.

Application and Pre-Appointment Check Form

Full name (including title):

Home address:

Postcode:

Home tel: Work tel:

Email address:

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Proof of Identity (please tick)

Driving licence •

Passport •

Birth certificate •

Thank you for your continued support.

Best wishes

Rae Lee