



Fulbourn Primary School

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6th November, 2024

Dear Parents/Carers,

Fulbourn Primary School - Election of Parent Governor

The governing body of Fulbourn Primary School has one parent governor vacancy. We are writing to you to ask if you would be interested in becoming a school governor.

School governance

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 the local community. Our parent governors are very valuable members of the governing body, and we rely on them to offer a parent's perspective. 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.

Expectations of governors

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. The governing body is particularly seeking parents with knowledge/skills/experience in finance, however this is definitely not essential and all skills and experiences are very welcome. 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.

The Governing Board meets half-termly at 7.00 p.m. Meetings are usually held on Wednesday evenings and last for approximately 1.5 hours. You will also be required to sit on at least one other Committee or panel, which will generally meet 4 – 6 times per year. If work commitments allow, you would also be asked to occasionally attend school during the day, for example for monitoring visits. Reasonable expenses will be reimbursed (for example to cover childcare during your attendance at a meeting).

Eligibility

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 Council) 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 four years.

How to apply

All nominations should be sent into the school office (either by email or hard copy) by 12 noon on Tuesday 19th November 2024. 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. This statement will be shared with the parent body in the event of a ballot.

Headteacher: Mrs Beci McCaughran

On Friday 22nd November we will inform parents about the details of parent governor nominations. If an election is necessary, we will issue ballot papers with the names of the candidates and their details. Each parent will have one vote as there is one vacancy. The ballot is secret, and you can send or post the ballot paper back using a double envelope system. (The ballot paper should be sealed in an inner unmarked envelope, which would be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box outside the school office. Votes must be in by 3.30 p.m. on Wednesday 4th December 2024 when they will be counted.

Further information

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. 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. If you require a copy of this letter in a language other than English or in parge print format please contact the school.

Yours sincerely,

A handwritten signature in black ink that reads "Beci McCaughran". The signature is written in a cursive style and is positioned above a light grey rectangular box.

Mrs. Beci McCaughran
Headteacher

Encs.

