



Head Teacher: Mrs SA Welsh
Augusta Close, Darlington, DL1 3HT, Telephone: 01325 240499, Email: admin@whinfield.net

22nd October 2021

Dear Parents and Carers

Whinfield Primary School; Governing Body - Nomination of a Parent Governor

We have a vacancy for a Parent Governor to join the Governing Board of Whinfield Primary School. We are therefore requesting nominations from parents/carers who are interested in serving on the Governing Body. A Parent Governor must be a parent/carer of a pupil at the school at the time they are elected.

Please find in addition to this letter further information on becoming a Governor and a link to the electronic nomination form for prospective Governors.

If you are interested in submitting a nomination, please click the link below to complete the electronic application form by no later than **12 noon on Friday 17th December**. Please read the disqualification criteria carefully before submitting the application form.

[Electronic Application Form - Click Here](#)

Please note that you will need to be proposed by a parent/carer of a registered pupil at the school. A spouse may nominate their partner. You are also invited to submit a short personal statement of no more than 50 words in support of your nomination. This statement will be circulated to all parents/carers should an election be required. Only the first 50 words of any statement will be reproduced verbatim and personal statements that are considered to contain defamatory material will not be reproduced or circulated.

If an election is required, the election shall be held by secret ballot. Every person entitled to vote will have the opportunity to do so. We will send instructions for that process should it arise. If no one wishes to be nominated, the Governing Body will appoint a person who is the parent/carer of a registered pupil at the school; or where it is not reasonably practical to do so, a person who is the parent/carer of a child of compulsory school age. The term of office will be four years. If you have any further questions, please do not hesitate to contact Mrs Suzanne Goldfinch, Chair of Governors s.goldfinch@whinfield.net and she can arrange a time to discuss the role with you on the telephone. Unfortunately, physical meetings in school are not permitted at this time so all Governor meetings will be held virtually using Microsoft Teams.

Yours sincerely,
Governing Body
Whinfield Primary School



Education
Endowment
Foundation





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Election of Parent Governor; information for applicants

Who is on the Governing Body?

The Governing Body of Whinfield Primary School is made up of:

- Parent Governors - usually parents/carers of registered pupils. Parent Governors are elected by the parents/carers of pupils at the school
- Staff Governors - the Headteacher, teachers and non-teaching staff are represented on the Governing Body. Staff Governors are elected by all paid staff in the school.
- Co-Opted Governors - the Governing Board can co-opt professional members to advise and support the Governing Body in its strategic role.
- Local Authority Governor - As a maintained school Darlington Borough Council nominate a Local Authority Representative to serve on Whinfield Governing Board.
- Associate Governors - The Governing Body can appoint Associate Governors to utilise their expertise.
- The Headteacher is an ex-officio governor for the duration of her appointment at Whinfield.

What does the Governing Body do?

The Governing Body of the school is responsible for making strategic decisions about the school. This includes deciding on the ethos of the school, agreeing the staffing structure, setting and approving the budget and approving policies. However, Governors are not involved in the day-to-day management of the school as this is the Headteacher's responsibility.

What kind of people can become Governors?

Subject to the restrictions below, any 'parent/carer' of a child registered at the school at the time of election is eligible to stand for election to the Governing Body as Parent Governor. In accordance with the Children Act, a 'parent/carer' includes any person who is not a natural parent of a child but has parental responsibility for them or any person who has care of the child.

Please note that elected members of the Local Authority in which the school is situated and anyone working at the school for more than 500 hours in any school year are not eligible for election as Parent Governors. There are no formal educational or other requirements for Governors and our Governors come from a variety of backgrounds. This helps to ensure that the Governing Body is made up of diverse people with a wide variety of experience and expertise. It is important that Governors have an interest in ensuring all children receive the very best education, as well as a willingness to listen and learn. Governors also need to commit time to attending meetings and training sessions and respect the confidentiality of discussions and decisions.

Why do we need Parent Governors on a Governing Body?

Parent Governors are extremely important in achieving an effective and well-balanced Governing Body. It is very important that parents/carers stand for election to the Governing Body so that parents/carers with children at the school are represented. Otherwise, a parent/carer may be appointed to serve who has no children in the school and who knows very little about the school and its local community.

What are Parent Governors expected to do?

All Governors are equal, and no type of Governor is any more important or influential than any other. All Governors have a right to take part in discussions on all items and put items on the agenda for meetings. The only exceptions to the general rule occur where the child of the Parent Governor concerned is being discussed or the individual Governor has some other direct personal interest in the matter, for example a





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financial or employment interest which is greater than that of the other Governors. All decisions made by the Governing Body are made collectively and no Governor can ever act alone. Parent Governors are not expected to canvass the views of other Parents/Carers to bring to the Governing Body nor to formally report back to other Parents/Carers and they must vote in accordance with their own views. However, it is expected that Parent Governors will have a general awareness of other Parents/Carers opinions and concerns. Parent Governors must never override existing school systems, for example, relating to individual parental complaints.

How long would I serve for?

All Parent Governors are elected for four years. Parents/carers can remain on the Governing Body after their children have left the school for the remainder of their term of office, if they wish to do so. Governors may also be disqualified if they do not attend meetings of the full Governing Body for six months.

What if not enough nominations are received?

If no parents/carers stand for election to the Governing Body, the other Governors have to fill any outstanding vacancies by appointing a parent/carer of a registered pupil at the school or where it is not reasonably practical to do so, a person who is the parent/carer of a child of compulsory school age.

What if there are too many nominations?

If there is more than one candidate, an election must be arranged. A ballot form listing containing the name of each candidate and any supporting information will be drawn up. Every parent/carer of a child at the school will be entitled to one vote for the vacancy. Should this situation arise, we will inform you of the process during COVID. Votes will be counted by the Clerk to the Governors and the Headteacher. In the event of a tie, votes will be recounted. If votes are still equal, the result will be determined by the tossing of a coin. Once the election result is known, all parents/carers will be notified.

What support will Parent Governors receive?

All Governors are entitled to receive training appropriate to their role. Our Chair of Governors will work closely with any new Governor to make sure that they are comfortable with their role and aware of training opportunities that will help to support their personal development.

So what do I do now?

If you are interested in being nominated for election to the Governing Body, please complete the nomination form with a personal statement of no more than 50 words (this will be circulated to all parents/carers if an election is required). You will also need to have your nomination form signed by another parent/carer of a registered pupil at the school (this can be your spouse). Then, make sure you submit your form by the deadline specified on the letter and nomination form.

We look forward to receiving your nomination.

The electronic form must be completed no later than 12 noon, Friday 17th December 2021.

