



HILLSIDE PRIMARY SCHOOL

Lords Lane, Bradwell, Great Yarmouth,
Norfolk NR31 8PA

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2nd October 2023

Dear Parent or Guardian

Forthcoming Election of Parent Governors at Hillside Primary School

Unfortunately, we didn't have any nominations for the Parent Governor role that we recently advertised. I fully appreciate that many of you simply don't have enough time to commit to the role, but we would be grateful if any of you were able to dedicate your time to such an important role for the school. Not only would we really value your contribution, but it's also essential that we are quorate and are able to fulfil our legal requirements as a Local Authority (Non-Trust) school, by having a full Governing Body in place.

We currently have two vacancies on our governing board for parent governors and we are seeking nominations of parents interested in taking up this role.

The governing board with the headteacher has overall responsibility for the running of the school. The three core functions for all boards are;

- Ensuring clarity of vision, ethos and strategic direction;
- Holding leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

You do not need any specific qualifications to be a governor. The most important thing is that you are interested in the success of the school and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board has a range of skills and we would particularly welcome nominations from parents with knowledge/skills, experience or particular interest in Special Educational Needs, Early Years and/or Finance.

Training and support will be available to help you develop into the role. This will include in-house mentoring and access to external governor training.

Parent governors are elected by the parents or guardians of children attending the school. All parents or guardians of children attending the school are entitled to propose or second candidates and vote. You must get the permission of the candidate before nominating someone.

Nomination papers for this purpose can be obtained from the school office from:

Tuesday 3rd October 2023

The completed nomination papers must be returned to school by:

Friday 13th October 2023

You should be aware that successful candidates will be required to:

- Undergo a disclosure and Barring Service (DBS) check and Section 128 check
- Sign a governors' Code of Conduct
- Provide details of relevant business and financial interests
- Agree to the publication of some details on the school website and on the [Get information about schools service](#)
- Attend governing board meetings, one per half term (held on Wednesday afternoons, 1.30-4pm).

If the number of nominations received are equal to, or less than, the number of vacancies there will be no need to hold a ballot. If a ballot is necessary, you will be contacted again with details of how to vote and information about the candidates standing for election.

While more information is given in the notes overleaf and you are advised to read them carefully before taking part in the election, we would also be more than happy to meet with you and discuss the role, before you apply.

Thank you for your interest, and involvement in this vitally important process.

Yours sincerely,



Mr Minter
Headteacher

Notes for parents taking part in parent governor elections

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the governing board detailing the number of parent governors is set out in the Instrument of Government of the school.

A parent governor will have a term of office of four years unless the Instrument of Government states otherwise.

Under the 2012 School Governance Regulations, a person is disqualified from election or appointment as a **parent governor** of a school if they are:

- an elected member of the LA (a County Councillor) or,
- if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the school but is able to complete his/her term of office.

Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the school.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the Headteacher, *in a sealed envelope, addressed to the Headteacher of the school, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.*

Or,

Via the dedicated email address. The ballot papers will be printed and anonymised and remain in a secure place until the count commences.

All candidates or their representatives will be invited to attend the counting of the ballot papers and notified of the date, time and location.

A notice of the result of the election will be posted on the school notice board for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.