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09 September 2024

Dear Parents

### **Nominations for Parent Governors**

The governing body of Wadsworth Fields Primary School has four vacancies for parent governor and is looking for parents who have children at the school. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the headteacher for further advice.

We are looking for parents who have the skills required to contribute to effective governance and the success of the school. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills. A background or experience in finance, HR, education or working in the public sector would be of great benefit. We are also seeking governors who have capacity to spend time in school during the day.

Governing bodies are responsible for a wide range of matters which come under three main headings:

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

Further information about the role can be found at: <http://www.nga.org.uk/Be-a-Governor.aspx>

Governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn.

We seek to recruit and/or develop governors with the skills to work constructively in committees, chair meetings and to lead the governing body.

Our parent governors serve a four-year term of office (even if your child leaves the school during this time). We meet as a whole governing body each term and have two sub-committees who also meet each term, totalling three meetings per term. There is an expectation that each governor will become a member of a committee and will take on additional responsibilities as a link governor.



**All new and re-appointed school governors are required to complete a declaration of eligibility form.**

If you wish to complete a nomination form to become a parent governor, you need to:

- a. Check that you are eligible by reading the qualifications and disqualifications criteria.
- b. Complete the nomination form (once you are satisfied that you are eligible to become a governor).
- c. Include a statement, **up to 150 words**, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. Should we receive more than four nominations, an election will take place and **this statement will be included in the voting form**. You are not required to complete this section, but in the event on an election it will be useful information to aid voters' decision.
- d. **Each nomination must be received at the school by 10.00 am on Monday 23<sup>rd</sup> of September 2024**  
It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the school or e-mailed to [office@wadsworth.notts.sch.uk](mailto:office@wadsworth.notts.sch.uk). A sealed ballot box will be located in the main reception area for hand deliveries.

Your nomination will be acknowledged by the headteacher/returning officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

In accordance with the School Governance (Constitution) (England) Regulations 2012, an elected member of the Local Authority (LA) or school staff who are paid to work at the school for more than 500 hours in any consecutive twelve-month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and can be governors at another school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the headteacher should an election be necessary.

If you have any further queries about the role of parent governor, please contact the headteacher of the school, other members of the school governing body or Nottinghamshire County Council Governor Services on telephone number 0115 9772672.

Yours sincerely

Ms Corner-Brown  
Head teacher