



Ralph Butterfield Primary School

Station Road, Haxby, York, YO32 3LS

Telephone: 01904 768325

www.ralphbutterfieldprimary.co.uk

Headteacher: Mrs E Clark BA (Hons) QTS

Monday 30th September 2024

A Fantastic Opportunity ***Election of Parent Governor***

Dear Parents/Carers

I am delighted to be writing to you with a fantastic opportunity for one of our fabulous parent/carers to join our Governing Body. One of our Parent Governors' terms of office has ended and therefore we will be holding an election to appoint a Parent Governor to our school's Governing Body. Being a Parent Governor is a brilliant way for you to be involved in supporting our school and contributing to its development, as we lead it forward with an inspiring vision. Parent Governors should be passionate about striving to continually improve the quality of education for children at our school and have the time to commit to attend training and Governing Body meetings, to visit school and to proactively work with governors and staff.

Our Governing Body, when it is complete, comprises 15 Governors, of which the parents/carers elect four. Parent Governors will serve for four years, unless they resign. They can continue in office even when their children have left the school, in order to complete their term.

The Governing Body comprises:

- One Local Authority Governor (appointed by the City of York Council)
- One Staff Governor (elected by the staff)
- Eight Co-opted Governors (chosen by other governors)
- One Headteacher
- Four Parent Governors (elected by the parents)

What do Governors do?

School Governors are responsible for strategic leadership and accountability within schools. In practise this means that governing bodies are responsible for such things as setting school policies and ensuring they are adhered to; setting and monitoring the school budget; monitoring the progress that the school is making and setting targets for school improvement. Governors are not involved in the operational running of the school; the daily management of the school is the responsibility of the Headteacher.

You can read more about the role of a Parent Governor in the three additional documents attached to this email: a Parent Governor role descriptor, the rules for the election, written down in Regulations by York Local Authority and a York Local Authority leaflet about being a parent governor.

What is the time commitment involved?

- You would attend three meetings of all Governors during an academic year (meetings usually held 6:00pm – 8:00pm).
- You would also join a committee (currently we have a 'Finance, Staffing and Premises' committee and a 'Curriculum and Standards' committee). Each committee currently meet 3 to 5 times a year. These meetings are also usually held 6:00pm – 8:00pm.
- There may be opportunity to join working parties for working on a short term, specific project (these meet at a mutually convenient time either during the day or in the evening).
- You would spend some time in school so you can consider what is going well and what could be improved.

Do Parent Governors have special responsibilities?

No. Parent Governors do not have extra duties. Governors work as a team, with shared responsibilities. The Parent Governors speak as parents; they can't speak for all parents.

How are Parent Governors appointed?

All parents/carers are eligible to become a Parent Governor; Parent Governors must have children at the school when they are elected.

If we receive more nominations than there are places to fill, there will be a secret ballot and one ballot form per parent/carer, with envelopes for their return, will be sent home. That form explains how votes may be cast. The election only takes place when we have sufficient candidates.

If the number of nominations we receive is the same as the number of places to be filled, then that person (or those people) will be declared appointed. If there are fewer, it will be for the rest of the governors to fill any vacancy by inviting a parent of a child at the school to become a Parent Governor.

How do I stand for election?

If you decide you wish to stand for election, it is necessary to get two parents/carers at the school to propose and second your nomination.

If you are not able to stand for election, you may know of someone who is. Parents/carers with children at the school can nominate another parent for election.

You will find a nomination form at the end of this letter and a form on which a candidate should set out information about themselves and why they wish to be a Parent Governor. Please return the forms to school via the school email address (RalphButterfield.School@york.gov.uk) by 9:00am on Thursday 24th October. **The subject line must read Confidential FAO Acting Headteacher** as it is the Acting Headteacher who acts as 'returning officer' and oversees this election process.

Please note that if you do stand for election, **your name will appear on the ballot forms**, which will be sent out to all parents/carers with children at the school.

Result of the Election

In the case of an election being held, the name of the person elected will be displayed at the school for 21 days and will be included in the next edition of the school newsletter.

Feeling enthused to become a Parent Governor?

If you feel that you would like to be a Parent Governor (I hope you do), you can read more about the role in the additional attachment. If you would like to have a chat about it, please do get in touch with school and either I can talk with you or I can arrange for you to talk to one of our current parent governors. Throughout your term of office, you would have support from the Local Authority's Governance Service which provides guidance, assistance and a comprehensive training programme.

The closing date for nominations is 9:00 am on Thursday 24th October 2024

Yours sincerely



Mrs H Stephenson
Acting Headteacher



Nomination Paper

Name of School: **Ralph Butterfield Primary School**

Number of Parent Governors to be elected: **One**

Please read the notes below before completing the form

DECLARATION BY THE CANDIDATE: I agree to stand in the above-named election and confirm that I am not disqualified from being a school governor under the restrictions detailed in The Constitution of Governing Bodies of Maintained Schools 2017.

(A person is disqualified from being a parent governor if they are a) an elected member of the Local Authority or b) paid to work at the school for more than 500 hours in any consecutive twelve-month period (ie. for more than one third of the hours of a full-time equivalent). A serving parent governor who subsequently starts to work at the school would serve out his or her term of office).

CANDIDATE (Name/Address)

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Signed

Date

PROPOSED BY
(Name/Address/Signature)

SECONDED BY
(Name/Address/Signature)

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Signed

Signed

NOTES: A parent can propose a candidate, stand for election and vote in the election, if he or she has a child registered at the school on the date of the election.

A PROPOSER must be eligible to vote in the election
must obtain the consent and signature of the nominee
may propose a candidate or candidates up to the number to be elected (see head of this form).

A CANDIDATE must be eligible to vote in the election
must have reached the age of 18
must not have been adjudged bankrupt, or been convicted of a criminal offence during the last five years for which a prison sentence (suspended or not) of 3 months or more was imposed.

Please return the forms to school via the school email address (RalphButterfield.School@york.gov.uk) by 9:00am on Thurs 24th Oct. The subject line must read **Confidential FAO Acting Headteacher.**



ELECTION OF PARENT GOVERNORS

Candidate Information Form

Name

Age(s) of child(ren)

Experience and/or interests relevant to serving as a Parent Governor

Please explain what experience and interests you would bring to the role and why you wish to be elected as Parent Governor (in no more than 100 words). If an election is held, this wording may be shared with other parents; please be aware that we would check this with you first.

Please type here:

Signed: