



EDITH CAVELL PRIMARY SCHOOL

Ambitious, Achieving and Nurturing

Manton Lane, Bedford. MK41 7NH

Headteacher: Miss Heather Cooke

Tel:01234 345636 E-mail office@ecls.org.uk

www.edithcavellprimary.co.uk

6th January 2020

Dear Parent/Guardian

Parent Governor Vacancies

There are currently two vacancies for parent governors on the Governing Body of the school. If you wish to stand for election for one of the vacant parent governors positions, you will need to complete a nomination form, along with a declaration of eligibility. Nomination forms will need to be returned to the School Office by Friday 17th January 2020

Parent governors play a very important role in keeping the governing body aware of the views from the parental perspective. They are a vital part of our team and I hope that there are parents willing to give their time and commitment to this important role. Attached are details of what will be expected of a Governor.

If two or more nominations are received, I shall arrange for parents to receive ballot papers which will include the candidates' election statements. Votes will be counted at 11am on Friday 24th January 2020. Candidates may attend the count. I shall arrange for all parents to be notified of the result.

If you are interested in being nominated and/or want further information, you might find it helpful to talk to the Miss Cooke or one of the existing Parent Governors. Alternatively you can view Bedford Borough Council's website about Governors and their roles at:

<https://www.bedford.gov.uk/schools-education-and-childcare/schools-and-colleges/cadem/school-governors/becoming-a-school-governor/>

Information about the Regulations concerning the qualifications and disqualification connected with the office of governor are displayed on the school web site at

<https://www.edithcavellprimary.co.uk/vacancies/>

Please read them carefully.

Yours sincerely

H.L. Cooke

Headteacher



What qualifications do governors need?

There are no formal qualifications. Schools need volunteers with experience of life. The one essential requirement is an interest in, and commitment to, the education of all the children in the school. Governors are ordinary people, drawn from many areas of society. They need to be able to devote time to getting to know the school well and be available to support and challenge it.

A governor must be a good listener, and someone who is able to read and take in information easily. A governor must be able to:

- raise questions and take part in discussion and decision-making
- be **discreet**, open minded and fair
- be a source of ideas and a good communicator
- be enthusiastic about the work of the school
- be prepared to work as part of a team.

Whilst schools are keen to welcome applications from all areas of society, there are certain criteria that have to be met before your application can be accepted. Eligibility to serve as a school governor can be found on the school web site at <https://www.edithcavellprimary.co.uk/vacancies/>

How long do governors serve?

The usual term of office is four years. However, governors are volunteers who can leave at any time and can similarly be re-appointed or re-elected.

At Edith Cavell we normally hold three full governing body meetings per year. You will also be required to serve on one of the committees – a further three meetings a year. Each meeting is held at 8am, 6.30pm or 7pm depending on which committee and is a maximum of two hours per meeting.

What kinds of help and support are available?

A great deal of professional advice and support is available to help governors with their duties and responsibilities, along with a full training programme which is run by the Local Authority.

Nomination Form for Parent Governor

Full Name: _____

Address: _____

_____ Postcode: _____

Preferred Contact Telephone Number: _____

Parent/Legal Guardian of (*child's name*): _____

Signed:- _____

Date:- _____

I wish to stand for election as a Parent Governor of Edith Cavell Primary School. The following two parents or legal guardians of children attending the school support my nomination:

1. (Name) _____

(Address) _____

2. (Name) _____

(Address) _____

Election Statement (no more than 100 words):

Please return to the school office by **9am on Friday 17th January 2020**