

16 September 2022

Dear Parents and Carers,

There is a vacancy for a parent governor at Furze Platt Senior School and if you are a parent/carers and/or have parental responsibility (please see definition [at this link](#)) for a pupil on roll at this school, you have the right to stand as a candidate for parent governor election.

### **What do school governors do?**

The role of the governing board is to promote and ensure high standards of achievement to ensure every child at the school fulfils his/her potential. It does this by:

- Setting the vision, ethos and strategic direction of the school
- Holding the headteacher to account for the educational performance of the school
- Overseeing the financial performance of the school and making sure it is money well spent.
- Monitoring that the school fulfils its statutory obligations, eg in terms of safeguarding, special educational needs, equality and diversity, financial reporting, health & safety etc.

Governors bring a broad range of knowledge and professional expertise, as well as differing experience and perspective, to the table to enable the board to make well-researched and reasoned decisions in the best interests of the pupils at the school. There are no specific qualifications or experience required to be a school governor, however, it is important that new governors understand the importance of the governance role and are therefore committed to preparing well for meetings and attending governor training to support their personal development. Please contact our Clerk to the Governors at [jenny.knight@furzeplatt.net](mailto:jenny.knight@furzeplatt.net) if you would like to discuss what it's like being a governor with one of our current board members.

### **Governor meetings and training:**

At Furze Platt the commitment is to give time to read the paperwork online, and then attend five Full Governing Body Meetings on Thursdays at 5.15pm; and membership of a committee meeting termly at 5pm for one to two hours, most on Mondays with one on Tuesdays.

Our governors sign up to the governing board's code of conduct (which can be found [at this link](#).) As well as attending evening meetings, every governor agrees to visit the school during the school day at least twice a year, to see the learning and school activities in action themselves.

### **How to apply:**

Please read the section at the end of this letter which explains the process. If you would like to apply, please complete the enclosed nomination form and write a short candidate statement to support your application. Please note that if your statement exceeds 200 words, we will be obliged to truncate it at exactly 200 words, for fairness to all candidates applying.

**All completed forms and statements must be returned to me by 9am on Wednesday 28th September.** Late nominations cannot be accepted in accordance with fair election process.

Yours sincerely,

Jenny Knight, Clerk to Governors

## Process for the appointment of Parent Governors

- As parent/carer/person with parental responsibility for a pupil at this school as at 16<sup>th</sup> September 2022, you have the right to both propose candidates and stand as a candidate yourself.

*Please note; there are some circumstances which disqualify applicants from being allowed to hold office as a school governor, please see 'Rules of Qualification to serve as a governor' [at this link](#).*

- If you wish to stand, you may nominate yourself, or can ask a fellow parent/carer to nominate you. In both cases, the nomination form needs to be completed and returned to Jenny Knight [jenny.knight@furzeplatt.net](mailto:jenny.knight@furzeplatt.net) by 9am on Wednesday 28<sup>th</sup> September.
- If there are more candidates than vacancies, a secret ballot will be held with details of the ballot process being sent in due course to all those eligible to vote.
- If there are the same number, or fewer, candidates than vacancies, the candidate(s) will be elected unopposed.
- On the nomination form, candidates are asked to provide an election statement of up to 200 words to support their candidacy. If a ballot is held, this statement will be included on the ballot paper. If a candidate submits more than 200 words the statement will be truncated at exactly 300 words to ensure fair process.
- Candidates are also required to confirm that they do not meet any of the disqualification criteria when they submit their nomination (please see top bullet point).
- The term of office for the successful candidate is four years. If the candidate's child leaves the school, the candidate can continue to serve as a governor until the end of the term of office.
- Successful candidate(s) will be required to complete an enhanced DBS check, which is a condition of being a school governor. It is also required that certain governor details are published on the DfE's 'Get Information about Schools' website and on the school's website. In the case of the latter this includes disclosure of pecuniary and related party interests.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.