



Dear Parent/Carer

January 2022

## **ELECTION OF PARENT/CARER GOVERNOR**

St Mary's School has always warmly welcomed the involvement of our parents/carers in the key decisions the school makes for the education of its students. There is a vacancy for a Parent Governor to sit on the Governing Body, and we invite you to consider becoming one of our Parent Governors, undertaking greater involvement in the workings of your child's school. General information about the role of Parent Governor is at the bottom of this letter.

Should you wish to proceed with nomination, please complete and return the attached form to the Clerk to the Governors at the School by **Friday 11<sup>th</sup> February 2022**. Parents/carers who are members of a professional body and can bring their experience to the school are particularly welcome to apply.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a DBS (Disclosure and Barring Service) check. This is to ensure the safety of the students. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

Please give brief details about yourself (not more than 80 words) on the form. If an election is needed, these details will be copied and sent to all parents/carers with the ballot papers. Please note that the 80 word limit will be strictly enforced and result in additional wording being deleted.

If the number of nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parent governor(s) to fill the remaining vacancy/ies.

The governing body has determined that the term of office for a parent governor is 4 years. If you are elected, you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary we will send you a ballot paper on **Thursday 24<sup>th</sup> February 2022**.

Only parents/carers of children registered at the school are entitled to stand or vote in the election. A parent/carers who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LEA may **not stand** for election.

Each parent/carer will be eligible for one ballot paper regardless of how many children they have at the school, and each parent/carer will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent/carer. For the purpose of the election of a parent governor, a parent/carer is:

Parents (including carers) of registered students at the school. "Parent" is defined for the purposes of the Constitution Regulations as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.

If you have any questions about whether you are eligible to stand or vote in the election or, or about anything else in this letter, please contact me.

Yours faithfully



Nicholas Simms  
**Headteacher**

**Clerk to the Governing Body**

Mrs Judith Bundock  
St Mary's CE High School  
Lieutenant Ellis Way  
Cheshunt, Herts, EN7 5FB  
e: [clerk@st-maryshigh.herts.sch.uk](mailto:clerk@st-maryshigh.herts.sch.uk)

## **The Role of a Parent/Carer Governor at St Mary's CE High School a brief overview**

The role of a governor is an important, voluntary position that is fundamental to the leadership and management of any modern school. Although there are no financial rewards for being a parent/carers governor, you can expect:

- To develop a better understanding of how your child's school is organised, managed and takes strategic decisions
- To build effective and valuable working relationships with the Head Teacher, other parents/cares, governors, church representatives and other governing body members such as teachers
- To get personal satisfaction from performing an important public service

### **As a parent/carers governor, what would I have to do?**

A Governor's key role is as a critical friend to the school. At St Mary's, our governors volunteer to link to a particular area of the school, for instance Humanities, and they liaise with key staff in this link to be kept informed of progress, attainment and future plans. Governors gain an in-depth knowledge of their link area and are able to question, challenge and support staff to ensure measurable progress is made by students. Governors are then able to feed back these updates to the rest of the governing body when they meet.

Governors meet as a full governing body once each term. Governors are also a member of at least one governor committee, and each of these committees meets once each term. This means that a typical governor has to attend two meetings each term. Meetings take place at the School in the early evening (usually starting between 4.00-5.30pm) and last no longer than one and a half hours. Prior to each meeting, governors receive a meeting agenda, Minutes of the previous meeting and any papers relevant to future meetings. The online resource Governorhub is also used to upload documents and information, communicate between governors and keep a training record and dates of service record.

Governors are offered training opportunities and have their own support networks and personnel guidance. There is an expectation that governors will attend some training and read papers in preparation for meetings, but this is kept to a minimum with regard for the fact that governors have other commitments in respect of work and family life. Essential training regarding governance and child protection will be arranged.

The School regularly holds evening and daytime events such as prize awards, Founders day, Secondary Transition evening etc, and governor support at such events is expected where diaries permit. Governors receive the school calendar at the start of each year so that they are able to note key dates well ahead of time.

# ELECTION OF PARENT/CARER GOVERNOR(S)

at

St Mary's CE High School  
Lieutenant Ellis Way, Cheshunt, Herts, EN7 5FB

## NOMINATION FORM

Your Name .....

(Mr/Mrs/Miss/Ms/Dr)

Home Address .....

.....

.....

Email Address .....

I have a child at the school and hereby nominate myself for election as a Parent Governor. I understand that if elected I will have to undergo a DBS check. Biographical details (80 words maximum) for circulation with the voting paper are given below.

Signature .....

---

---

Seconded\* by .....

(Mr/Mrs/Miss/Ms/Dr)

Address .....

.....

Signature .....

\*the seconder must be a parent/carer of a student at the school

**Biographical details (80 words maximum)**

**Your completed nomination form must be returned to the Clerk to the Governors at the school  
either by letter or email by:**

**DATE: Friday 11<sup>th</sup> February 2022**

**12.00pm**