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Swanland Primary School  
**VISION STATEMENT**  
Value, Nurture and Fulfilment  
through  
Support, Harmony and Praise

29<sup>th</sup> September 2022

Dear Parent/Carer

### **VACANCY FOR A PARENT GOVERNOR**

Owing to the notification of resignation of Chris Green, one of our Parent Governors, due to work commitments, the School's Local Governing Board has one vacancy for a new Parent Governor. Any parent willing to undertake this role is cordially invited to apply. To be elected as a Parent Governor, you must be a 'parent' (as defined at the end of this letter\*) of a child registered at the School at the time of the election.

#### **What is involved in being a Parent Governor?**

The Local Governing Board is composed of a combination of Parent, Appointed and Staff Governors. Parent Governors serve for a period of four years, even though their child(ren) may leave the School during that time.

Swanland Primary School converted to an Academy Trust in August 2011 and subsequently became part of a Multi-Academy Trust in July 2013. As a consequence, the School has more flexibility in how the establishment is resourced and how the curriculum is organised. The responsibilities for the majority of Governors have remained unchanged.

Parent Governors are in a unique position on a Governing Board. Not only do Parent Governors have to work in the best interests of the School, but they have to balance this with their natural desire to see the best outcomes for their own child(ren).

As a Parent Governor, it can sometimes feel that you have to know everything about the School but cannot talk about it; you have to be on everyone's side; if you do not do paid work, people imagine that you have lots of free time ... and you have to be able to juggle all these expectations. As a parent, you will already be an expert juggler, but developing your role as a Governor will take time.

*NB School newsletters, news and events calendar can be found on the website: [www.swanlandschool.co.uk](http://www.swanlandschool.co.uk)*

#### Parent Governors are:-

- well-placed to understand parents' views and to remind the Governing Board how matters being discussed affect parents;
- individuals! – how you vote on any decision is up to you;
- in a good position to help the Governing Board to communicate effectively with parents;
- equal in status to all other Governors.

#### Parent Governors are not:-

- expected to gather the views of other parents and take them to the Governing Board;
- simply expected to represent the interests of parents;
- a link between parents and the Governing Board;
- expected to vote as instructed by other parents.

#### What are the good bits about being a Parent Governor?

- You have a very privileged and responsible role.
- You have the opportunity to make a difference, not only for your child(ren), but for children in years to come.
- You have the opportunity to make a difference for other parents and to influence the way in which the School works with them.
- You will learn a lot and develop new skills.

#### What will you have to do?

- Attend Governing Board meetings regularly and play an active role in committees and decision-making.
- Learn all you can about the School.
- Support the Leadership Team effectively.
- Consider how the Governing Board communicates with parents. Could you help them to improve links? Can you help smooth things over, help problem solve and are you good at decision-making?
- Learn how the School handles complaints and read the Complaints Policy. If another parent approaches you with a complaint, advise them to speak to the Head Teacher.
- Be approachable to other parents, but make sure you are clear about your role.
- Always represent the School positively.
- As a Governor, you are one of a group and must never act alone.
- Always support the decisions of the full Governing Board. Have your say on decisions in meetings and vote in the way you wish, but then support the outcome of votes – even if you disagree with them.
- Always, always, always observe confidentiality. You will get to know a lot of highly sensitive and confidential information – do not discuss it with anyone who is not a Governor.

The link below will give you some more general information about the role of a Governor

[www.becomeagovernor.com](http://www.becomeagovernor.com)

but should you be interested in knowing more about this role within our School, the weight of responsibility, range of duties and level of commitment, please either contact me at School or Mrs Suzi Storr (Chair of Governors); she may be contacted during the day by contacting the School Office ([office@swanlandschool.co.uk](mailto:office@swanlandschool.co.uk)).

For further information on how to apply and how the appointment is made, please see overleaf.

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### How to Apply

Under the rules of the Academy Trust, any parent wishing to stand for the vacancy must be nominated by another parent and seconded. The form is attached; should you have any difficulty accessing this form, please contact the School Office ([office@swanlandschool.co.uk](mailto:office@swanlandschool.co.uk)).

Some circumstances disqualify parents from standing for election to the Governing Board but not from proposing or voting for candidates. Please use the nomination slip attached to this letter and return it to the School Office by post on or before 3.30 pm on 1<sup>st</sup> November 2022.

In the event of an election, it would help the voting parents to make their choice if applicants could provide some comment in support of their application, alongside some brief biographical details (up to 100 words), preferably typed and emailed to: [sbm@swanlandschool.co.uk](mailto:sbm@swanlandschool.co.uk).

### How the Appointment is Made

Should there be only one nominee, then they will be elected automatically and unopposed.

Should there be more than one nomination, the successful candidate will need to be elected by the parent body via a secret ballot, which will be conducted by an online form.

Should an election be necessary, ballot links will be sent out to all those eligible to vote. The parent polling the highest number of votes will be elected. Further details of the ballot will be circulated if and when necessary, but ideally as soon as possible after the closing date for nominations. The newly-appointed Parent Governor will receive induction and training where appropriate.

Thank you for considering undertaking this rewarding role. We very much look forward to receiving your nominations.

Yours sincerely



Hannah Stephenson  
Head Teacher

*\*A 'parent' for this purpose, is a person with 'Parental Responsibility' as defined by the Children Act 1989. This includes married parents, mothers of non-marital children and divorced or separated parents. It also includes unmarried fathers who are named on the child's birth certificate or who acquire parental responsibility by agreement with the mother or by means of a court order. Guardians can also have parental responsibility.*



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## SWANLAND PRIMARY SCHOOL

### NOMINATION FOR THE ELECTION OF PARENT GOVERNOR

[to be received by Tuesday 1<sup>st</sup> November 2022 at 3.30 pm]

Name of Parent Nominated:	Name of Proposer:	Name of Seconder:
Address of Parent Nominated:	Address of Proposer:	Address of Seconder:
Signature of Parent Nominated: _____	Signature of Proposer: _____	Signature of Seconder: _____

Parents wishing to make a nomination should arrange to have this form completed and returned to the School Office before 3.30 pm on Tuesday 1<sup>st</sup> November 2022, accompanied by brief comments and biographical details of the nominee. The completed form may also be emailed to: [sbm@swanlandschool.co.uk](mailto:sbm@swanlandschool.co.uk).

**BIOGRAPHICAL DETAILS** (up to 100 words – please continue overleaf or on a separate sheet if necessary):