

18 September 2020

Dear Parent/Carers

## **ELECTION OF PARENT GOVERNORS**

I am writing to you to inform you about an election for a parent governor. The governing body, when it is complete, comprises of sixteen governors of which six will be elected by the parents.

**There is currently one parent governor vacancy within Millthorpe School.** Parent governors will serve for four years (unless specified differently on the Instrument of Government), or they resign during their term of office. They can continue in office even when their children have left the Academy in order to complete their term.

The governing body also comprises:

- staff governors;
- co-opted governors (chosen by other governors);
- the Head of School.

### What do governors do?

Academy 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 Head of School.

### 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?

We take the term 'parent' to include anyone who has parental responsibility for a child who lives with them and is registered at the Academy, as well as 'natural' parents.

If we receive more nominations than there are places to fill, there will be a secret ballot and I will send ballot forms (one per parent) and envelopes for their return to each home by hand of the children. The form explains how votes may be cast.



If the number of nominations we receive is the same as the number of places to be filled (**in this election, there is one place to be filled**), then that person will be declared elected.

Parent governors must be people who have children at the school when they are elected. Applicants should also have a strong belief in continually improving the quality of education of children at school and have the time to commit to attend training and governing body meetings **If you decide you wish to stand for election, it is necessary to get two parents 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 and parents with children at the school can nominate another parent for election. Having signed the nomination form yourself, you need to obtain the signatures of the seconder and of the person you are nominating. You can nominate as many parents as there are seats to fill but you need a nomination form for each.

Nomination forms are available by emailing my Personal Assistant, Mrs Lesley Buckley ([l.buckley@millthorpe.southbank.academy](mailto:l.buckley@millthorpe.southbank.academy)) and should be returned to me by the closing date detailed below **in a sealed envelope marked 'CONFIDENTIAL - PG NOMINATION'**.

The rules for the election are written down in the policy of the South Bank Multi Academy Trust and this can be inspected on request via email to Mrs Buckley.

#### Result of the Election

The name of the person elected will be displayed at the school for at least seven days and will be included in the next edition of the school newsletter.

Anyone having any query about the election is invited to contact the school.

Yours sincerely



**Gemma Greenhalgh**  
**Head of School**

**THE CLOSING DATE FOR NOMINATIONS IS 9.00 AM ON MONDAY 5 OCTOBER 2020**