

November 22<sup>nd</sup> 2016

Dear Parent

**Re: Parent Governor Vacancy on the Joseph Leckie Academy Governing Body**

We have recently welcomed a number of new Governors but to complete our team we need one additional parent Governor. Please consider putting your name forward. Your children, your Academy and your community deserve the best! If you would like to know a bit more about being a governor before you put your name forward, do contact me on the telephone number at the bottom of this letter.

Becoming a governor can be a very rewarding role. As a parent, your opinions and your understanding of the Academy would be of real value to the Governing Body. You would play a very important role in the development and planning of the Academy and, with so many changes at present, you would join us at a very exciting time.

At Joseph Leckie Academy we have a positive relationship with staff that allows us to govern effectively, fulfilling our legal obligations and moving the Academy forward. The Academy finances training for governors and there is on-going support and advice from the Local Authority's Governor Support Service, as well as from your fellow Governors.

The full Governing Body meets once a term with specific additional meetings on the examination results and to approve the financial budget. In addition there are several Committees – Finance and General Purposes, Curriculum, Personnel, Health and Safety / Sites and Buildings – who look at those specific aspects in more detail and report back to the full Governing Body. Governors are expected to belong to one or two of these committees which meet once a term. We have also adopted a system whereby Governors are linked to subject faculties and departments in order to improve their collective knowledge of all aspects of the Academy.

A Nomination Form is attached to this letter and should be returned to me by Tuesday, 29th November 2016. You will need another parent who has a child at Joseph Leckie Academy to nominate you if you wish to be considered for the position of governor at Joseph Leckie Academy.

Detailed information about the election is given in the notes overleaf.

If a ballot is necessary I will let you know.

Yours sincerely



Keith Whittlestone  
Principal

## **NOTES FOR PARENTS TAKING PART IN PARENT GOVERNOR ELECTIONS**

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to the number of vacancies which is 1 at the time of writing.

Elected governors will be the subject of a criminal background check before confirmation of their appointment.

The term of office is four years.

A person is disqualified from election or appointment as a parent governor of a school or an Academy if they are an elected member of the LEA (a Councillor) or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.

Parents standing as candidates in the election may not propose or second themselves.

Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the school.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election.

Each ballot paper must be returned by the date and time fixed by the Principal, in a sealed envelope, addressed to the Principal, Joseph Leckie Academy.

All candidates or their representatives will be invited to attend the counting of the ballot papers.

A notice of the result of the election will be posted on the academy's website for a period of 14 days from the "date of the election".

**JOSEPH LECKIE ACADEMY**

**PARENT GOVERNOR NOMINATION FORM – 2016-2020**

I am willing to stand as a candidate for Parent Governorship and I give a statement about myself below.

**NAME OF CANDIDATE:** \_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**NAME OF CHILD:** \_\_\_\_\_ **FORM:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The above named parent has a child at the Academy, is willing to serve if elected, and I would like to nominate him/her for appointment as a Governor of the Academy.

**NOMINATED BY:** \_\_\_\_\_ **(BLOCK CAPITALS)**

**PARENT OF (Child's Name:** \_\_\_\_\_ **FORM:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_ **(BLOCK CAPITALS)**

**PARENT OF:** \_\_\_\_\_ **FORM:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Information about the nominee which he/she would like printing on the voting papers (if required)

**NO MORE THAN 100 WORDS MAXIMUM**

Completed forms must be returned to the Academy by Tuesday, November 29<sup>th</sup> 2016