



SOUTH HILL PRIMARY SCHOOL

'Building Character, Learning Together'

Headteacher: Miss J Wellbelove BA Hons PGCE

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September 2024

Dear Parents and Carers,

ELECTION OF PARENT GOVERNOR

We will shortly have a vacancy for a Parent Governor on South Hill's Governing Board.

This role is crucial to our school and its development in the future. It is a strategic role where it is helpful if you have a particular skill set, such as finance, personnel or business. Prospective governors should be aware of the time commitment for meetings and time in school; however the role is very rewarding and can be of great benefit to the school and local community.

If you feel this is a role that would interest you, and you would like to know more about the role of Governor at South Hill Primary, please contact the Chair of Governors, Mr Hans Peters, on chair@southhill.herts.sch.uk.

If you would like to stand for election please complete and return the attached nomination form to the school office by 9.00 am on Monday 23rd September 2024. You will need to ask another parent of a pupil at the school to sign the nomination form.

Please be aware that regulations require everyone elected or appointed to a governing board to undergo a DBS check which will include a criminal background check. This is to safeguard pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

Please give brief details about yourself (**no more than 80 words**) on the form. If an election is needed these details will be typed, copied and sent to all parents 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 only one, then the person nominated will be deemed elected, unopposed. If there are not enough nominations, the governing board has the duty to appoint parent governors to fill the vacancy.

The Governing Board has determined that the term of office for a parent governor is four 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 out ballot papers on Friday 27th September 2024.

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

Each parent will be sent one ballot paper regardless of how many children they have at the school and each parent will have one vote. 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. For the purpose of the election of a parent governor, a parent is:

Parents (including carers) of registered pupils 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 about anything else in this letter, please contact one of us.

Please see the attached the nomination form.

Yours sincerely

J Wellbelove

Miss J Wellbelove
Headteacher

ELECTION OF PARENT GOVERNOR – SOUTH HILL PRIMARY SCHOOL

NOMINATION FORM

Your name (Mr/Mrs/Miss/Ms/Dr).....

Address

.....

.....

I have a child at the school and hereby nominate myself for election as a governor. I understand that if elected I will have to undergo a DBS check/criminal check/references. 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 of a pupil at the school.

Biographical details (80 words maximum) – please continue on a separate page if required.