



# SOUTH HILL PRIMARY SCHOOL

*'Building Character, Learning Together'*

**Co-Headteachers:**

Miss J Wellbelove & Miss L Wren

Heath Lane  
Hemel Hempstead  
Hertfordshire  
HP1 1TT

**Tel:** 01442 402127

**email:** [admin@southhill.herts.sch.uk](mailto:admin@southhill.herts.sch.uk)

**website:** [www.southhill.herts.sch.uk](http://www.southhill.herts.sch.uk)



September 2022

## ELECTION OF PARENT GOVERNOR

Dear Parent/Carer

Currently we have vacancies for the role of Parent Governor on the school's governing body from this term.

This is a role that is crucial to our school and to the development of the school in the future. It is a strategic role where it is helpful if you have particular skill-sets such as finance, personnel or business links. There is a certain amount of commitment that prospective Governors need to be aware of for meetings and time in school; however the role is very rewarding and can be of huge benefit to the school and the local community.

If you feel this is a role that would interest you, we are more than willing to talk to you and help to give you a further insight into the role of Governor at South Hill Primary.

If you would like to stand for election please complete and return the attached nomination form to the school office by 9.00am on Monday 26 September 2022. 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 body to undergo a DBS check which will include a criminal background check. This is to ensure the safety of the 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 body has the duty to appoint parent governors to fill the vacancy.

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 out ballot papers on Friday 30 September 2022.**

Only parents 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 LA may **not stand** for election.

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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*

*L Wren*

Miss J Wellbelove and Miss L Wren  
Co-Headteachers



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## 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 .....

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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.