

September 2015

Dear Parents/Guardians

**Governing Body  
Election for two Parent Governors**

I am writing to let you know that there are two Parent Governor vacancies on the Governing Body.

If you wish to stand for election as a Parent Governor, it is necessary for you to be proposed by a parent/guardian of a pupil registered at the school and for the nomination to be seconded by another parent/guardian of a pupil registered at the school. The proposer and seconder should indicate their support for your candidature by signing the attached Nomination Form.

All nominations should be returned in an envelope marked the Returning Officer via the school office by post or from students by hand. Forms may also be returned electronically to [governorelections@jcross.barnet.sch.uk](mailto:governorelections@jcross.barnet.sch.uk) by 1pm on Friday 9 October 2015.

Each candidate is requested to submit a brief profile of up to 200 words which will be circulated with the voting papers should a ballot be necessary.

Parents who, at the time of the election, work at the school for more than 500 hours in the school year are not eligible to be elected as parent governors. They may vote in the election of parent governors and are eligible for election as staff governors.

Attached to this letter is a nomination form, a paper detailing the procedure for Parent Governor elections and a paper giving information about the Governing Body and role of school governors. If you wish to discuss the role of parent Governor (in confidence) with a serving member of the Governing Body, please contact the school ([governorelections@jcross.barnet.sch.uk](mailto:governorelections@jcross.barnet.sch.uk)) and we will make arrangements for this.

Yours sincerely

Shirley Paul  
Clerk to Governors

Encs

JCoSS

**ELECTION OF PARENT GOVERNORS - NOMINATION FORM**

I hereby nominate SURNAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

Please delete as appropriate: Dr/Mr/Mrs/Ms/Miss

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL. \_\_\_\_\_

MOBILE PHONE NO \_\_\_\_\_

PHONE NO (HOME) \_\_\_\_\_

PHONE NO (WORK) \_\_\_\_\_

who is parent/guardian of (Name/s) \_\_\_\_\_

<b>PROPOSER</b>	<b>SECONDER</b>
Name:	Name:
Address:	Address:
Name of child: Date of birth of child:	Name of child: Date of birth of child:
Signature:	Signature:

This form to be returned in an envelope marked Returning Officer to Reception no later than 1pm on Friday 9 October 2015. Forms can be returned by post or from students by hand or electronically to [governorelections@jco.ss.barnet.sch.uk](mailto:governorelections@jco.ss.barnet.sch.uk) Nominees should attach a short statement of not more than 200 words explaining why they wish to become a Parent Governor. If more nominations are received than there are vacancies, an election ballot will be held and all personal statements will be sent to all parents to enable them to vote.

## **JCoSS - Parent Governor election procedure**

1. The election process will be undertaken by the Clerk to the Governors. All parents, foster parents, guardians and carers of children who are registered pupils at the school are eligible to nominate and to vote candidates in the election.
2. When a vacancy arises, a Notice of Election letter will be prepared by the Clerk in consultation with the Returning Officer who is the Headteacher, and distributed to parents.
3. If there are fewer, or the same number of candidates as there are vacancies, these candidates will be declared elected.
4. If there are more candidates than vacancies then a vote, by secret ballot will be taken. A ballot paper will be distributed to each person entitled to vote. No person is allowed more than one vote per vacancy regardless of the number of children he/she has at the school. The ballot paper will state the maximum number of candidates the voter may vote for.
5. The Clerk will distribute details of the candidates and the procedure for the election. Each candidate will be required to provide a short profile (up to 200 words) about themselves on the nomination form prior to the election. The paperwork should also make clear the date and time by which the ballot papers must be placed in the ballot box and should be in a conspicuous but secure place.
6. As soon as possible following the election, at a time stated on the Ballot Paper, the Clerk, in the company of the Returning Officer or his nominated representative, shall conduct the count in the presence of each candidate (or his/her representative), who shall be invited to attend as observers. The Clerk will declare the result. Ballot papers will be held securely until the count occurs and may be disposed of after a further period of six months.
7. The Clerk and Returning Officer will decide which papers are 'spoilt' on the basis that if the candidates present at the count (or their representatives) agree that the voter has not indicated clearly whom they wish to support, the paper is regarded as 'spoilt'. If all candidates can agree upon the candidate whom the voter has intended to support, then the vote will be counted as good. Decisions about 'spoilt' papers will be made before the votes are actually counted. In the event of a dispute about a voter's intention the Returning Officer's decision is final.
8. The candidate(s) with the highest number of votes shall be declared duly elected.
9. It is at the discretion of the Returning Officer as to whether or not a recount of votes cast should take place.
10. In the event of an equal number of votes being cast for two or more candidates the Clerk, in the presence of the candidates or their representatives, shall draw lots to decide which of the candidates shall be elected.
11. As soon as it is known who is to fill the vacancy(ies), notification of the result will be issued.
12. The period of office for Parent Governors is three years.
13. Vacancies for Parent Governors will arise at any time throughout the year. Some Parent Governors serve their full period of office, others leave the post before that time. The timing of the election for Parent Governors is a matter for each Headteacher in consultation with the Governing Body. It is suggested that elections should not normally take place during the second half of the summer term but delayed until the early part of the autumn term, thus allowing the parents of new pupils on roll the opportunity to take part in the election.

## JCoSS Governing Body

The role of the school governor is absolutely vital. School governors form the largest voluntary force in the country and the influence they have over the development of children's education is immense. All schools rely on the willingness and goodwill of governors to give of their free time to help schools develop policy and implement developmental ideas.

A Governor's role can be described as being the critical friend of the school. Whilst being strong supporters and advocates of the school and willing conduits of information between the wider community and the school, it is essential that the Governing Body acts impartially in scrutinising the work of the school and bringing a parental, business and community perspective to the educational planning process.

A key part of the role is to help with the medium and long-term planning process. The development of a strategic plan is a shared responsibility of the Governors and the school community. The Governing Body works closely with the Headteacher to achieve high standards for all your children, developing academic excellence and care for the individual child. Governors get to know their schools on a first-hand basis; will make decisions corporately which will influence and shape children's education; and, through their commitment, experience and skills, help schools to develop.

The kind of decisions that governors make will include the following: agreeing educational priorities with the Headteacher and the staff; deciding how the school budget should be allocated; sharing with the Headteacher and the staff responsibility for the school's curriculum; approving school policies; appointing school staff; preparing an annual report and holding a meeting with parents to discuss it.

The Instrument of Government provides for the Headteacher, four Parent Governors, one Staff Governor, one Local Authority Governor and nine Foundation Governors. Parent Governors are elected for a term of office of three years.

The Governing Body normally meets twice termly at 7.30pm on a Tuesday evening.

Apart from the full Governing Body, there are also a number of Committees with delegated authority. The Committees at JCoSS are as follows:

Admissions

Finance & Premises

Inclusion

Personnel

Teaching & Learning

Governors will serve on at least one of these Committees in addition to the full Governing Body. Committee meetings normally take place termly.

Governors are encouraged to maintain strong links with teaching staff and to work with departments, visiting lessons (as observers), attending meetings and discussing issues with Heads of Departments. This might take place once or twice a year.

Governors are expected to give up some time to the following: Attending meetings of the Governing Body at least once a term; reading papers in preparation for these meetings; taking part in termly committee meetings, attending annual strategy days; serving on appointments panels from time to time; attending school functions; attending training sessions.

A programme of support and development for governors will be made available for Governors.

Being a governor is a responsible, rewarding and sometimes time-consuming job. It is an opportunity to have direct involvement in your child's school, being part of a dedicated team, meeting new people and gaining fulfilment from helping young people. To help you make a decision on becoming a Governor, you may wish to speak to a current governor or to the Headteacher.