



King James's School

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*Incorporating
King James's
Grammar School
Founded 1616*

Headteacher
Deputy Head
Deputy Head
Deputy Head
Chair of Governors

Mr C A Sugden
Dr C A Walton
Mr J A W Walker
Mr I W Simpson
Mr D B James

1 February 2012

Dear Parent

PARENT GOVERNOR ELECTION

I am writing to tell you about a vacancy on the governing body for a parent governor. Parent governors must have at least one child at the school when they are elected. The term 'parent' includes anyone who has custody of a child registered at the school, as well as 'natural' parents. Parent governors are elected for four years and continue to serve even if their child(ren) leave the school during this period.

What do governors do?

Governors contribute to most aspects of the school's work. They establish aims for the school with the Head and approve school policies. They are responsible for the school's budget and for the use and maintenance of the premises. More generally, they are expected to be in touch with the local community and to help guide the school to meet the community's educational needs. As a body, governors have a range of legal responsibilities. Being a governor is an important commitment and new governors should be willing to attend training to help them learn what is entailed.

Parent governors do not have special responsibilities. They speak *as* parents, not *for* parents.

Are there any restrictions that could disqualify parents from becoming a parent governor?

Yes, but they are unlikely to apply to most parents considering becoming a parent governor. Parents putting themselves forward for election will be given a form listing restrictions that disqualify people from becoming a governor. If any of the restrictions apply to you, you should not proceed with your nomination. You are also disqualified from being a parent governor if you are an elected member of the local authority or if you are paid to work at the school for more than 500 hours in a 12-month period.

The parent who is elected will be subject to an enhanced CRB (Criminal Records Bureau) check and their term of office will only begin once a clear enhanced CRB disclosure has been received by the school.

How are parent governors elected?

Nomination forms are available from school reception. Candidates need to sign a nomination form and can, if they wish, make a short statement about themselves (no more than 50 words). A simple form for this purpose will be provided with the nomination form. Please return the form and statement to me as quickly as possible.



If more than one nomination is received, a secret ballot will be held.

If one nomination is received, then that person will be declared elected.

If no nominations are received, it will be for the governing body to fill the vacancy by appointing a parent governor.

The rules for the election are written down in regulations made by the local authority, and these can be inspected at the school.

If you would like to speak to me informally to find out more about being a governor at King James's, please contact my PA, Margaret Darley, on 01423 866061 to arrange a convenient time.

Yours sincerely



C Sugden

Head and Returning Officer

THE CLOSING DATE FOR NOMINATIONS IS 22 FEBRUARY 2012, 10am.

Important dates

Wednesday 1 February

Letters to parents via pupils

Nomination papers available from school by hand or by post

Wednesday 22 February

Nominations close at 10am

If more than one nomination is received, a secret ballot will be held.

Friday 24 February

Ballot papers prepared

Tuesday 28 February

Ballot papers distributed to parents via pupils

Tuesday 13 March

Ballot papers returned to school by 10am. Ballot papers brought in by pupils should be handed to form tutors

Ballot paper count and declaration – candidates notified