

The Queen's Church of England Primary School

Cumberland Road, Kew, Richmond, TW9 3HJ www.queens.richmond.sch.uk

Telephone: 020 8940 3580 email: info@queens.richmond.sch.uk

Co-Headteachers: Ms V Demetriou & Ms J Stroud-Turp

27th September 2021

Dear Parent/Guardian,

Election of parent governors: proposing candidates

We are writing to advise you that our Governing Board currently has a vacancy for two parent governors. As the parent or guardian of a pupil currently on roll you have the right to propose candidates for election (with their prior consent) or, to stand as a candidate yourself. Each parent (father, mother, legal guardian, person having custody) has this right to be nominated, but you may not propose more candidates than there are vacancies.

Statutory Guidance for Governing Boards of Maintained Schools in England, allows us as a school to provide and publish information about the role of a governor, not to create additional eligibility criteria for potential candidates - which the board do not have the power to do – it is for the electorate to elect their choice of candidate/s. The purpose of publishing the information is to simply inform the electorate of the board's expectations, circumstances and ideal requirements.

Our Board has identified the requirement for governors with specific skills in Education, Data Analysis, Finance, Human Resources, Employment Law and/or Property Management and therefore is ideally seeking candidates with experience in these fields. We would be happy to discuss the role and expectations placed on governors in more depth and we would also like to make you aware that full training and support is provided through our service level agreement with Achieving for Children Governor Support.

All candidates should be aware that if successful in the election process, they are elected by the parents but are not a representative for them.

Inga Hall, Chair of Governors would be more than happy to discuss the role and expectations placed on a governor. Please email governor@queens.richmond.sch.uk. Further details about the Governing Board, the role of parent governors and the requirements/expectations on governors is also available of our website [The Queen's School Kew - Parent Governor Elections: October 2021 \(queens.richmond.sch.uk\)](http://www.queens.richmond.sch.uk)

If you wish to propose candidates/ or self-nominate, please take the following action:

- Obtain permission of the person concerned.
- Having done so, please let the Co-Headteachers know in writing (by no later **than 12 noon on Wednesday 13th October 2021**), the full name, the email address of the candidate

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proposed, and the full name and class of their child at the school, please email your nomination to clerkqsk@queens.richmond.sch.uk.

- Again, by no later than **12 noon on Wednesday 13th October 2021**, arrange for the candidate to let the Co-Headteachers have, if they so wish, a personal statement regarding the candidacy (no more than 100 words).

It is recommended that personal statements include the following information:

- Evidence of the extent to which they possess the skills and experience the governing board desires
- Their commitment to undertake training and development to acquire or develop the skills to be an effective governor
- How they plan to contribute to the future work of the governing board

For equality purposes, canvassing in any form (including social media) is not permitted.

If there are more candidates than vacancies a voting paper, listing the names of all eligible candidates proposed and including any personal statements received by the due date, will be issued to all parents along with further details of the voting process and timetable

If the number of candidates is equal to, or less than, the number of vacancies the candidates will be elected unopposed, in which case all parents will be sent written notice of the names of the governors elected, together with their personal statements.

Appointment to the Board will be subject to reference checks.

Further details of how a person may be disqualified from being a governor are available at the school and will be issued to all candidates. Unless later disqualified, a parent governor elected now may serve for a four year term of office.

Further information about being a governor can be obtained from Governor Support, Achieving for Children. Phone 07971 363246 or email governor.support@achievingforchildren.org.uk

Yours sincerely

Ms Voulla Demetriou and Ms Jenny Stroud-Turp - Co-Headteachers



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