



Sheffield Springs Academy

The best in everyone™

Part of United Learning

MSH/SWI

15th November 2017

Dear Parent/Carer

Election of Parent Governor to the Sheffield Springs Academy Local Governing Body

We currently have one vacancy for a Parent Governor at Sheffield Springs Academy. I am writing to invite you to nominate yourself or another parent for the role.

Becoming a parent governor provides a chance for you as a parent to have an influence over the education the school provides for all its children. Governors support the Academy in making decisions about many aspects of the school including the curriculum, staffing and finance.

The role of Governors is vital both in supporting the Academy in its endeavours as well as holding it to account for its performance in key areas of its development, so we would urge you to consider standing. Training will be available to help you understand your role as a Parent Governor.

There is also a vital role for Parent Governors in providing a link between the school and parents. The Parent Governor will be expected to attend at least six full meetings of the Local Governing Body each year and also other meetings of Committees of the Governing Body. It is important to understand that the Parent Governor is not there to represent their own child, but to take an active interest in the Academy and to help promote the general parental viewpoint at meetings of the School Governing Body.

- All people who have **parental responsibility** for a child at the school are eligible to stand for election as a Parent Governor. This includes formal legal guardians who are not parents.
- If there are more nominations than vacancies an election will be held. The election will be organised by the Academy and every parent of a pupil in the school will receive a voting paper and will have the opportunity to vote.
- Parents can vote by sending in their vote to the School or by placing it in a ballot box which will be in the reception area.
- The detailed arrangements and a list of parents standing for election will be sent to you by me.
- The term of office is two years.

Executive Principal: Mr C Dillon **Head of School:** Mr M Shipman

Sheffield Springs Academy is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748, Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12.

Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB

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If you wish to stand for election you may nominate yourself as a candidate. No proposer or seconder is required but you must signify your intention to stand in writing to Mark Shipman the Head of School by **Friday, 1st December 2017**. Please also provide a short personal statement with your nomination to circulate to parents.

A person cannot stand for election as a Parent Governor if they are an elected member of the Local Authority or if they work at the school for more than 500 hours in a school year. People who are bankrupt may not serve as Governors, nor may people who have in the previous five years been sentenced to three months or more in prison without the option of a fine, people who have been sentenced to a period of more than two and a half years of imprisonment may not stand within twenty years of that conviction and anyone who has been sentenced to a period of imprisonment of five years or more is totally disqualified. People who are disqualified from working with children may not hold office as a Parent Governor.

Should you wish to find out more about any aspect of parental elections, nominations or appointments, please do not hesitate to contact me at the school on 0114 239 2631.

Yours sincerely

Mark Shipman
Head of School



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Election of Parent Governor Nomination Form – DEADLINE 1ST DECEMBER 2017

Please enter in BLOCK LETTERS, the name and address of the person being nominated for election:

Name: _____

Address: _____

Signature of nominee: _____

Signature of proposer (if different to nominee): _____

Name and address of proposer (if different to nominee): _____

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of Parent Governor.

I confirm that I am willing to stand as a candidate for election as a Parent Governor and that I am not disqualified from holding office for any of the reasons set out in nomination letter.

Signature: _____

Date: _____

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