20th March 2023

**ELECTION OF PARENT GOVERNOR: NOMINATIONS**

There is a vacancy for one parent governor to serve on the local governing body of this school. We are very keen to encourage parents to nominate themselves to fill these places. Details of how to nominate yourself are included in this letter, and a nomination form enclosed. If an election is required, all parents will be able to vote.

Parent governors are vital to the work of the local governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school.

If you join our governing body, you will serve for a three year term. If you cease to be a parent during this time you may continue to be a governor until your term expires.

Being a governor does take up time. There are **six** governing body meetings each year, and governors usually serve on a committee/ committees which meet once/twice a term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school or meeting school colleagues on behalf of the governing body, as well as undertaking training and updating**.**

To find out more about what being a governor at this school is like, you can contact **Neil MacDonald, Chair of Governors***,* who will be very willing to answer any questions. If you would like to arrange a call please contact Sianne Wilson, Clerk to Governors on 0114 239 2631.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the enclosed sheet to the Clerk to the Governing Body [Sianne.Wilson@sheffieldsprings.org](mailto:Sianne.Wilson@sheffieldsprings.org) by **Friday 31st March 2023** If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

**Who can be a parent governor?**

Any parent of a pupil within our school or an individual who holds parental responsibility for a child in our school. This includes a foster parent, adoptive parent or legal guardian.

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor.

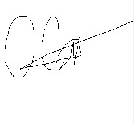
**How to nominate yourself**

If you would like to put your name forward, you must complete a nomination form and a self-declaration form. You can use the space provided on the form to write a very brief personal statement or alternatively attach a statement (100 words maximum) to support your nomination.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with a ballot paper.

Yours sincere

Ms C Cartledge Neil MacDonald

Interim Principal Chair of Governors