



**Billingshurst Primary School**  
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8<sup>th</sup> June 2018

Dear Parent/Carer

### **Election of Parent Governors, Full Governing Body – Billingshurst Primary School**

The Governing Body at Billingshurst Primary School has vacancies for **two** Parent Governors. Parent Governors are elected by the parents of pupils at the school and are themselves parents at the time when they are elected.

School governors are volunteers who want to make a positive contribution to children's education and perform a vital strategic role as part of a governing body. The Governing Body discusses and makes decisions on a huge variety of areas relating to the school including attainment and standards; quality of teaching; leadership, budget monitoring and planning; health and safety; safeguarding, pupil support, and curriculum development. The Governing Body does not get involved in the day to day management of the school; that is the responsibility of the Headteacher and senior leadership team. Fulfilling the role of a school governor is a big commitment but enormously rewarding. Governors do not need specific skills, but would benefit from a willingness to learn, the ability to work well with others and sound communication skills. If you have the enthusiasm, time and desire to become a governor of your child's school, please consider putting yourself forward.

We currently have two Parent Governor vacancies which will start from July 2018. The term of office for these appointments is four years. Full induction, training and support is available in return for a commitment to attend at least one full governing body meeting, two committee meetings and one additional school visit each term. During some terms there may be extra meetings that governors will be required to attend. Meetings are held during the school day, usually in the morning. As part of the induction, governors will be required to attend some external training courses, which take place during the day or the evening and are available at Horsham. All training is paid for. If you would like further information about what's involved please feel free to contact us via our email address.

If you wish to stand for election, please complete the enclosed nomination form and return it in a sealed envelope to the school not later than **9.00 am, Thursday 21<sup>st</sup> June, 2018**. On the back of the nomination form is a list regarding the Regulations concerning the qualifications and disqualification connected with the office of Governor. Please read them carefully and sign to declare you are not disqualified from applying if you are sending in a nomination form.

Your nomination needs to be supported by the signature and addresses of two other parents of children also attending Billingshurst Primary School. You should include a brief election statement in the appropriate space on the nomination form there is no legal limit as to the length of the statement. If more than two nominations are received, voting papers will be sent to all parents, these will include the candidates' election statements. Completed voting papers must be returned the school office, in a sealed envelope marked "Ballot Paper", no later than **9.00 am, Monday 2<sup>nd</sup> July, 2018**.

Provisional arrangements for counting the votes has been made for **10.00 am, Monday 2<sup>nd</sup> July, 2018**, or at a time mutually agreed with all candidates, and each candidate or their authorised representative may attend the count. All parents will be notified of the result.

If you have any queries about the procedure or questions about the role, I shall be pleased to answer them and can be contacted via the school office.

Yours sincerely  
Mrs Bik-Kay Talbot, Chair of Governors



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