



# Trafalgar Schools' Federation

Believe, Inspire, Achieve

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23<sup>rd</sup> September 2022

## Election of Parent Governor of Trafalgar Schools' Federation Governing Body

Dear Parent/Carer,

There is currently one vacancy for a Parent Governor on Trafalgar Schools' Federation Governing Body and as the parent/carer of a pupil currently on roll at either school you have the right to propose a candidate for election or to stand as a candidate yourself. Each parent (father/mother/legal guardian/person having custody) has this right. You may not propose more candidates than there are vacancies (1).

We are particularly interested in candidates who have experience in any of the following areas or a combination of Chairing, Leadership. However, these are not essential requirements and should not deter potential nominees.

If you wish to propose a candidate or propose yourself please take the following action:

1. Obtain permission of the person concerned.
2. Having done so, please let me know in writing by no later than the **deadline date of 10am on Mon 10<sup>th</sup> October 2022** the full name of the candidate proposed and if her or she so wishes, a personal statement regarding the candidacy (not more than 100 words). A nominations form can be found at the end of this letter.

If you would like to take part in the nominations process please read the important information set out below. Paper copies of the form are available from the main school office (Infant School, Gothic Rd). For all nominations please either email to [governors@trafalgarfederation.org.uk](mailto:governors@trafalgarfederation.org.uk) or send in an envelope marked for the attention of the Clerk to the Governors by the deadline date above.

Yours sincerely

Sarah Keefe  
Headteacher  
Trafalgar Schools' Federation



## **Election of a Parent Governor – proposing a candidate**

### **Important Information**

If there are more candidates nominated than vacancies then a voting paper will be issued to all parents/carers, listing the names of all eligible candidates proposed and including any personal statements received by the due date. If only two candidates are nominated, then the candidates will be elected unopposed. In this case, all parents will be sent written notice of the names of the Governors elected, together with their personal statement.

For equality purposes, canvassing in any form is not permitted.

Further details of how a person may be disqualified are available separately. Unless later disqualified, a Parent Governor elected now may serve for a 4-year term of office (as specified in the schools Instrument of Government).

Trafalgar Schools' Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All Governors are required to have a DBS certificate.

The office of Parent Governor involves commitment of significant amounts of time and energy. You will be required to actively get involved in the work of the Governing Body and take a share of the responsibilities including working day visits to school, link governor duties, service on committees and working groups.

You will also be required to consider training and development and attend relevant training courses.

Meetings are held every term at both committee level and for the full Governing Body which will involve contributing to agenda items, reading minutes and other papers as well as taking responsibility for action points generated from discussions. The next meeting of the Full Governing Board will be taking place on Tuesday 15<sup>th</sup> Nov 2022 with the next round of Committee meetings in early January next year.

The Governing Board undertakes regular skills audits to ensure they have sufficient expertise to carry out their core duties effectively.

All Governors are entitled to claim certain expenses, as outlined in the Governors' Allowances Policy, with prior written approval of the Chair or Vice Chair of Governors.

All Governors must submit a declarations of interest form, a summary of which will be published on both school websites. In addition, governor names are published on the Government 'Get Information About Schools' website for public information.

Further information about being a governor can be obtained from Governor Support, Achieving for Children, Email: [governor.support@achievingforchildren.org.uk](mailto:governor.support@achievingforchildren.org.uk) or Phone: 020 8547 6548/6970



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## Nomination for Parent Governor vacancy Nominations Deadline: 10am on Monday 10<sup>th</sup> October 2022

**Please write clearly using block letters only** - If you are nominating yourself please complete 'candidate' section only

Nominator's Name: .....

I wish to nominate the following candidate to stand for election of Parent Governor

Nominator's Signature: .....

Candidate's Name: .....

Candidate's Child's Name & Class: .....

Candidate's relationship to child: .....

Candidate's contact email address: .....

I wish to stand for election for the position of Parent Governor and include a brief election statement below.

Candidate's Signature: .....

Brief election statement – please write clearly (**no more than 100 words** – Clerk reserves the right to truncate):

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**Nominations must be received by the stated deadline either at the main school office in the Infant School (Gothic Rd) or by email to [Governors@trafalgarfederation.org.uk](mailto:Governors@trafalgarfederation.org.uk) marked for the attention of Clerk to the Governors**