



Holly Lodge Primary School

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Mr S Meakin BA (Hons) Primary Education

30th January 2017

To the Parents of pupils attending Holly Lodge Primary School

PARENT GOVERNOR ELECTION FOR HOLLY LODGE PRIMARY SCHOOL

The governing body is responsible for both the conduct of the school and for promoting high standards. The governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The governing body of our school is made up of parent governors, staff governors, co-opted governors (chosen for specific skills).

Due to the resignation of one of our current parent governors we are seeking nominations for parents to stand for election as a parent governor of Holly Lodge Primary School. Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body. At the moment the governing body is looking for someone who has expertise in **finance**. Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information.

Our governing body expects governors to

- attend termly meetings of the full governing body
- sit on a committee and attend the meetings which are usually 1 or 2 a term
- Represent Holly Lodge Primary School on a Kite Academy Advisory Board
- visit the school formally for monitoring purposes
- visit the school informally
- commit to attend training courses, perform additional research as required

In return, our governing body commits to

- Induction
- provide access to quality training
- provide you with an experienced governor as mentor

Parents are invited to submit nominations to the Head Teacher using the enclosed nomination forms. Please go to the Holly Lodge website, the governor section is under the community tab and has further information. Please ensure you read this to check you are eligible to apply and don't meet any of the criteria which excludes you.

If you are interested in applying but need more information, please contact the school office who will pass your details to the Chair of Governors who will make contact with you.

Yours sincerely

Mr S. Meakin - Head Teacher

*Holly Lodge Primary School is part of the Kite Academy Trust a charitable company limited by guarantee and registered in England and Wales with company number 09785186. Chief Executive Officer: Mrs C Dickinson
The registered office is Lakeside Primary School, Alphington Avenue, Frimley, GU16 8LL
Email: info@thekiteacademytrust.org Web: www.thekiteacademytrust.org*



The timetable for the election of Parent Governor(s) is set out below. **Please read the notes on the website for further information.**

30 January 2017	Parents' letter with nomination forms sent home via pupil post.
10 February 2017	Last day/time for returning nominations.
21 February 2017	Ballot paper sent to parents
27 February 2017	Date of count of ballot papers.

Nominations must be submitted to Mr S Meakin by 12 noon on 10 February 2017.

APPENDIX B

NOMINATION FORM FOR PARENTS

Holly Lodge Primary School - Parent Governor Elections

Nomination Form

Nominee

Name and Address (please print)

Name/s of child/children

Nominee's Signature

Phone number

Email address

Proposer

Name and Address (please print)

Name/s of child/children

Proposer's Signature

Seconded

Name and Address (please print)

Name/s of child/children

Seconded's Signature



Nominee's Personal Statement (not more than 100 words)

This form should be returned to the Returning Officer, by 10 February 2017

