



**Barcombe Hamsey Plumpton Iford & Kingston
The Board of Governors of the Skylark Federation**

20th September 2024

Dear Parents,

Election of Parent Governors

Every maintained school in England has a Governing Board responsible to the local community for running the school/federation. The Instrument of Government for this Federation provides for the appointment of two Parent Governors who are elected by the parents/carers of pupils registered at a Skylark Federation school, and who are themselves parents/legal guardians at the time when they are elected.

The role of the Governing Board

The Federation's Governing Board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a Parent Governor

As a Parent Governor, you'll work with the board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the Governing Board, but you're not there to speak 'on behalf' of the parent body.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills

There are currently vacancies for two Parent Governors. The term of office is for the period up to four years. If you wish to stand for election as Parent Governor, please complete and return the nomination form below and return it to the school office no later than **3rd October at 9am**. Your nomination needs to be supported by the signatures and addresses of two other parents of children also attending a school within Skylark Federation.

You may include a brief election statement in the appropriate space on the nomination form.

If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

Please see below fuller information on becoming a school governor and an extract from the regulations concerning the qualifications and disqualification connected with the office of governor. Please read them carefully. If you have any queries about them, or the procedure, we will be pleased to answer them.

Thank you for your continued support.

Yours sincerely

Mr Stewart James
Executive Headteacher

Mr Peter Clark
Chair of Governors

Why do we need Parent Governors?

The Governing Board is a legal entity made up of representatives from the staff, local authority, parents, Church and the community. There are more than 2,500 governors involved in 166 schools in East Sussex. This is a challenging and rewarding role for anyone who wants to help children do better at school, cares about the education children receive, and wants to strengthen links between schools and their community.

What does being a Governor involve?

A Governor needs to commit to three/four meetings a term, about 12 hours in total – this includes any preparatory reading required. There are training courses available on a range of topics that are desirable for new Governors to attend both in the first year and subsequently. Some additional time commitment may be required if a Governor takes on an additional, specific role.

What qualifications do governors need?

There are no formal qualifications. Schools need volunteers with experience of life. The one essential requirement is an interest in, and commitment to, the education of children. Governors are ordinary people, drawn from many areas of society. They need to be able to devote time to getting to know the school well and be available to support and challenge it.

A governor must be a good listener, and someone who is able to read and take in information easily. A governor must be able to:

- raise questions and take part in discussion and decision-making
- be discreet, open minded and fair
- be a source of ideas and a good communicator
- be enthusiastic about the work of the school
- be prepared to work as part of a team.

How long does a Governor serve?

The term of office is for a period of up to four years. However, if any Governor feels unable to continue with the commitment they may resign at any time. If their child leaves the school during the term of office, the Governor does not have to stand down but may do so if they wish.

Who can become a Parent Governor?

Any parent/carer, with a child registered at the school and is over 18 years of age.

Exceptions are if (s)he has been:

- employed by the school for more than 500 hours in the preceding year
- detained under the Mental Health Act
- adjudged bankrupt
- disqualified:
 - as a company director,
 - as charity trustee
 - or from working with children
- convicted of a criminal offence (some exceptions apply)

If you have any questions, please do not hesitate to contact any Governor or myself formally or informally. Governors can be reached through the school office or via the school website.

Here is an internet link that you may find informative:

[Becoming a governor – East Sussex County Council](#)



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Nomination Form for Parent Governors

(Mr/Mrs/Miss/Ms) _____ (full name)

(Full address)

(Telephone Number) (Home) _____ (Work) _____

Parent/Legal Guardian of _____ (child's name)

at _____ School

I wish to stand for election as a Parent Governor of Skylark Federation. The following two parents or legal guardians of children attending one of the Federation schools support my nomination:

Name/Signature

Address

1. _____

2. _____

Brief election statement (maximum 150 words):

Signature of Candidate: _____ Date: _____