



Headteacher  
Carole Hinstridge

# Summercroft Primary School

*'Achieving through care, challenge and creativity'*

Registered at Companies House No. 7715667

Plaw Hatch Close, Bishop's Stortford, Herts, CM23 5BJ

Telephone: 01279 307477

Fax: 01279 307478

Email: [admin@summercroft.herts.sch.uk](mailto:admin@summercroft.herts.sch.uk)

Website: [www.summercroft.herts.sch.uk](http://www.summercroft.herts.sch.uk)

June 2015

Dear Parent

## **ELECTION OF PARENT GOVERNORS**

Two of our parent governors, Elaine Bailey and Kevin Goodeve, are nearing the end of their term of office and this will create two vacancies for parent governors. Both Elaine and Kevin would like to stand again, which means an election is required. However, this is an opportunity for anyone else to consider whether they would like to stand for election to one of these two vacancies to become a governor at Summercroft Primary.

Do you want a new challenge?

We need two enthusiastic and committed parents/carers to be school governors.

This is your chance to have your voice heard and influence the quality of education received by all the children in the school. You will be making important decisions about the way in which our school is run. School governors are part of the Academy trust and are responsible for seeing that the school is run effectively. They act within the framework set by legislation so that the school provides the best possible education for all its pupils, whilst maintaining a safe working environment.

If you get on with people, are open to new ideas, are ready to learn, are prepared to work as part of a team, have time to attend meetings, read papers as well as spend time in school and want to put something into your local community then we would like to hear from you!

There are two vacancies for parent governors on Summercroft's governing body. Skills in Financial Management, Human Resources or Premises: Health & Safety would be most beneficial.

If you would like to stand for election please complete and return the attached form to the school **office by 9.30am on Tuesday, 23<sup>rd</sup> June.**

You will need to ask another parent of a pupil at the school to sign the form.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which may include a criminal background check. This is to ensure the safety of the pupils. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

Please give brief details about yourself (**not more than 80 words**) on the form. If an election is needed these details will be copied and sent to all parents with the ballot papers. **Please note that the 80 word limit will be strictly enforced and result in additional wording being deleted.**

If the number of nominations is the same as or less than the number of vacancies, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the governing body has the duty to appoint parent governors to fill the remaining vacancy/ies.

The governing body has determined that the term of office for a parent governor is 4 years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary we will send you a ballot paper on Thursday, 25<sup>th</sup> June.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year or is an elected member of the LA may **not stand** for election.

Each parent will be sent one ballot paper regardless of how many children they have at the school and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

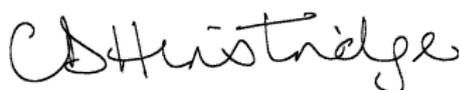
In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

Parents (including carers) of registered pupils at the school

"Parent" is defined for the purposes of the Constitution Regulations as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.' *Guide to the law, Chapter 3, paragraph 4.*

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact the school office.

Yours sincerely



Carole Hinstridge  
**Headteacher**



Jan Cutler  
**Chair of Governors**

Encl.

