

Eastfield Primary School  
Colliery Road  
Wolverhampton  
WV1 2QY  
Email: [eastfieldprimaryschool@wolverhampton.gov.uk](mailto:eastfieldprimaryschool@wolverhampton.gov.uk)  
Head Teacher: Mrs Hay

Dear Parent,

**Re: Governing Body - Parent Governor Election**

**We currently have 2 vacancies for a Parent Governor to serve on our Governing Body.**

The other members of the Governing Body represent the Local Authority, School Staff, and the local community. The powers and responsibilities of Governors have changed significantly in recent times. Governors should act in a strategic role, as a 'critical friend' to the school and be accountable for their responsibilities. As a Parent Governor, you will normally hold office for a period of 4 years.

Some parents may be put off by the amount of work involved in being a Governor or feel that they do not have the necessary expertise, knowledge or skills to carry out the role effectively. However, parents have much to offer to their local schools and can play a vital part in helping schools to meet the needs of the children and communities they serve. It is very important that parents stand for election to the Governing Body so that the views of parents are represented on it.

Governors are not expected to be instant experts. Successful candidates will be provided with relevant information, by the Local Authority and the School, once they are elected, and it is expected that they will take part in training events to help them learn about their role. The Governor Support Team offer advice and support to Governors on all aspects of their role. Remember, decisions taken by the Governing Body will affect **your** child's future education. To make sure you have a voice in that decision-making, please make every effort to take part in these elections.

If you are successfully elected as a parent governor then you will be expected to attend external training and you will also be expected to attend at least 6 meetings per year (these meetings are normally on a Monday morning at 10am and can last for approx. 2 hours). There is also the expectation that you keep up to date with Education developments and visit the school regularly as part of the school community.

You will also need to complete an enhanced DBS check, in accordance with Keeping Children Safe in Education 2023. The aim of this check is to protect children from abuse of any kind.

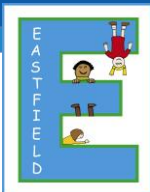
On page 2 of this letter, you will find a form, which explains how you can be nominated to stand for election, or to nominate another parent. Please write a brief statement about yourself to help parents decide who to vote for (if an election is required). We currently have 2 parent governor vacancies and so an election will be held if more nominations are received than the number of vacancies. If an election is needed, then we will send ballot papers out for you to complete. You can nominate yourself, but all nominations require the support of 2 other parents (from different families). Nominations need to be received by 9am on Monday 6<sup>th</sup> February 2024.

If you require further advice and guidance, please contact Sarah McElduff, School Governance Coordinator [Sarah.McElduff@wolverhampton.gov.uk](mailto:Sarah.McElduff@wolverhampton.gov.uk) or please contact Ms M Throssell, Interim Chair of Governors via the school office email address [office@eastfieldpri.co.uk](mailto:office@eastfieldpri.co.uk). We also have a Governor Job description available on request from the main school office.

Yours faithfully

Mrs Hay (Head Teacher)





### Nomination for Parent Governor

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can vote in the election and is eligible to stand for election subject to the following disqualifications:

- You cannot stand for election if you work at the school for more than 500hours each year.
- You cannot stand for election if you are under 18 years of age.
- You cannot stand for election if you are declared bankrupt or have a composition or arrangement with your creditors.
- You cannot stand for election if you have been convicted of an offence, which has resulted in a custodial sentence (please speak to the Governor support team if you need further information)

Please complete the following information if you wish to put yourself forward for election as a Parent Governor.

Name \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_ Telephone number \_\_\_\_\_

Email address: \_\_\_\_\_

Name and Year group of child / children \_\_\_\_\_

Why I would like to be a Governor at Eastfield Primary - What skills can I bring? - no more than 100 words

*I agree to stand for election as a parent governor:* Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**IN SIGNING THIS FORM, YOU ARE CONFIRMING THAT YOU WISH TO BE PUT FORWARD AS A PROSPECTIVE PARENT GOVERNOR AND THAT YOU AGREE TO AN ENHANCED DBS CHECK. YOU ARE ALSO CONFIRMING THAT YOU ARE NOT DISQUALIFIED FROM HOLDING OFFICE FOR ANY OF THE REASONS SET OUT IN THE SCHOOL GOVERNANCE CONSTITUTION ENGLAND REGULATIONS 2012.**

Detail of 2 parents who support your nomination:

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Parent of (name and age of child / children) \_\_\_\_\_

Signature \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Parent of (name and age of child / children) \_\_\_\_\_

Signature \_\_\_\_\_

**PLEASE RETURN THE COMPLETED NOMINATION FORM BY MONDAY 5<sup>th</sup> FEBRUARY to the office either by hand or via email [eastfieldprimaryschool@wolverhampton.gov.uk](mailto:eastfieldprimaryschool@wolverhampton.gov.uk)**

