



Round Hill Primary School
'Dream, believe, achieve together'

- ✓ Reflecting
- ✓ Daring
- ✓ Persevering
- ✓ Dreaming
- ✓ Together

Round Hill Primary School
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18th November 2024

Dear Parents and Carers

Nominations for Parent Governors

Round Hill has a small dedicated group of twelve Governors. The governing body now has two vacancies for parent governors who currently have children at the school. Our parent governors usually serve a four-year term of office (even if your child leaves the school during this time).

We meet six times per year as a whole governing body. There is an expectation that each governor (with appropriate support and training) will take on additional responsibilities as a lead governor, depending on their expertise. This usually involves a visit to school between meetings. We estimate each governor volunteers about 5 hours per month which includes attending meetings and reading in preparation for meetings.

Parents/carers from Black, Asian and Minority Ethnic backgrounds, from the Lesbian, Gay, Bisexual and Transgender community, and with disabilities, are usually under-represented on governing bodies across the County. The school would like to encourage nominations from under-represented groups to reflect the community of the school.

We offer the opportunity for prospective governors to meet or talk to the chair to discuss the role before completing a nomination form. We also offer a full induction package, a mentoring system and availability of in-house, central and on-line training.

Governing bodies are responsible for a wide range of matters which come under three main headings:

- Ensuring there is clarity of vision, ethos and strategic direction.
- Hold the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff.
- Overseeing the financial performance of the school and making sure money is well spent.

As an effective governing body, we seek to secure or develop within our membership as a whole, expertise and experience in:

- analysing performance data,
- budgeting and driving financial efficiency,
- performance management and employment issues, including grievances.

We are looking for parents who possess the following attributes:

- Curious – possessing an enquiring, open mind and an analytical approach, understanding the value of meaningful questioning.
- Committed – devoting the required time and energy to the role and being ambitious to achieve the best possible outcomes for our pupils.
- Collaborative – prepared to listen to and work in partnership with other governors and understand the importance of building strong, working relationships.
- Community focused – being welcoming and inclusive.
- Creative – able to challenge the conventional wisdom and be thoughtful, open minded about new approaches to problem solving.
- Perspective – bringing a vital perspective to the governing body reflecting the diversity of the school and local community.

All governors are expected to abide by the Code of Conduct adopted by the governing body.

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All new and re-appointed school governors are required to complete a declaration of eligibility form.

The term 'parent' relates to any person who has 'parental responsibility' as defined by Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the head teacher for further advice.

If you wish to complete a nomination form to become a parent governor, you need to:

1. Check that you are eligible by reading the [enclosed qualifications and disqualifications criteria](#). Sign the declaration of eligibility form and return this with your completed nomination form.
2. Complete the [nomination form](#) (once you are satisfied that you are eligible to become a governor).
3. Include a statement, up to 80 words, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
4. Each nomination must be received at the school by **10.00 am on Monday 25th November 2024**.

The Eligibility Form and the Nomination Form must be returned electronically to office@roundhill.notts.sch.uk

Your nomination should be acknowledged by the head teacher/returning officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

In accordance with the School Governance (Constitution) (England) Regulations 2012, an elected member of the Local Authority (LA) or school staff who are paid to work at the school for more than 500 hours in any consecutive twelve-month period are not eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and can be governors at another school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. We will explain more should an election be necessary.

If you have any further queries about the role of parent governor, please contact the head teacher of the school, other members of the school governing body or Nottinghamshire County Council Governor Services on telephone number 0115 804 4666.

Yours faithfully

Adrian Nash

Adrian Nash
Head teacher