

Beaconhill Community Primary School  
Langdale Drive  
Cramlington  
Northumberland  
NE23 8EH

Tel: 01670 714864

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Email: [admin@beaconhill.northumberland.sch.uk](mailto:admin@beaconhill.northumberland.sch.uk)

Headteacher: Mr Joel Routledge B.Ed NPQH



Monday 29th April

Dear Parent/Carer,

A vacancy has arisen on our school Governing Body for the appointment of a Parent Governor. All Parent Governors must have children at the school (as parent or carer) and must also be elected by the parents and carers of pupils of school. The period of office for service as a Parent Governor is three years. A Parent Governor would **not** be obliged to resign from office if his or her child leaves the school - they would be able to remain in office until the expiry of the term of office.

The expectations of Governance are such that Governors are obliged to consider their own skills and abilities in order to identify any gaps or requirements that they might ideally like to have addressed through the appointment of new Governors. In our case we have identified the desire to strengthen our capacity in the following areas:

- *Buildings and Property*
- *Service Development*

Also, it is important that any candidates for the position of Governor understand the level of engagement and commitment required in order to be effective in the role and to be prepared for the nature and level of the work that might have to be undertaken. I will be happy to discuss these issues with any prospective candidate:

- *A termly Full Governing Body meeting averaging two hours (typically March, July and December)*
- *Additional Committee meetings that might involve school improvement, financial discussions or premises issues. There are typically two committee meetings per term and they average around an hour*
- *Specific issues that could involve a series of connected meetings of a confidential nature e.g. capability, disciplinary or complaints*
- *Willingness to undertake induction and other specific training as required*

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Should more nominations be received than there are vacancies, a ballot will need to be held and candidates will be asked to prepare an election statement to help inform the parent body in coming to their decision of who to vote for. A template for this will be provided.

Prospective candidates need to be aware that it is a legal requirement that Governors are checked to ensure that they are not disqualified from working with children within the precepts of the Criminal Justice and Court Services Act 2000 or because they contravene one of the disqualification conditions imposed in the school governance regulations. This will mean that successful candidates will be required to provide proof of identity and the completion of a declaration form (including a Criminal Records Disclosure and Barring Form) to enable the necessary checks to be carried out.

I recognise that this is a significant commitment but the role of Governor can be hugely rewarding in terms of the impact that you can have on the outcomes for children as well as the opportunity to learn and develop new skills that can be of benefit to you beyond the school community.

Any Parent or Carer who does wish to be considered for election should return the completed nomination form by Friday 17th May.

Yours sincerely,

Joel Routledge

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## Parent/Carer Governor Nomination Form

The **candidate**, **proposer** and **seconded** must be parents or carers of children at **Beaconhill Primary School**.

<b>Candidate</b>	<b>Name:</b>	<b>Address:</b>
<b>Signature</b>		
<b>Proposed by</b>	<b>Name:</b>	
<b>Signature</b>		
<b>Seconded by</b>	<b>Name:</b>	
<b>Signature</b>		