

Olveston CEVC Primary School  
Elberton Road  
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Bristol  
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Head Teacher: Miss F. Bertham



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*Lifelong learning, striving for excellence*

*Friday 10<sup>th</sup> October 2008*

**Re: Parent/Governor Elections**

Dear Parents/Carers,

This is to let you know that we will be electing 1 new parent governor this term to join the governing body from January 2009. Our parent governors are very valuable members of the governing body. We rely on them to help us to keep in touch with what parents are thinking and to help us to decide what is best for all our students.

- **You DO NOT need to be an expert in education to be an effective governor**
- **You DO have to want to help our school to be the best it can be**
- **SUPPORT and TRAINING are available to help you to get to grips with the role**

Besides parents, the governing body includes the headteacher and other members of staff, representatives of the local authority and people from the local community. All of these people play an important part in building good relationships between the school, parents and the wider community. Together they decide the key priorities for the school, help plan to achieve them, and then check whether the actions taken have had the desired impact.

The governing body also plays an important role in deciding how the school's budget should be spent, and it helps to appoint our staff.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election, can nominate someone for election and can vote in the election. Roughly speaking, **parental responsibility means someone with whom the child is living**, but if you are not sure about this please contact the school office who will be able to explain in more detail.

All nominations should be sent in to the school office by **3.00 p.m. on Friday 24<sup>th</sup> October 2008**. You do not need a seconder and you can nominate yourself. Every nomination must be signed by the parent/candidate stating that they are willing to stand. We also need a few words about them and why they would like to be a governor. Candidates cannot withdraw from the election once ballot papers have been issued.

If there are more nominations than vacancies an election will be held. You are therefore invited to provide a statement about yourself, with your nomination form, (see appendix) of

no more than 200 words. Your statement will be produced by the school in a standard format and distributed to parents/staff to assist them in casting their votes.

On Friday 14<sup>th</sup> November we will send the ballot forms with the names of the candidates and their details home with the children so please watch out for the letter! As there is only 1 vacancy, each parent will have 1 vote, however many children they have in the school. The ballot is secret; you can send or post the ballot paper back in a sealed envelope, or drop it into the ballot box outside the school office. All the votes must be in by **3.00 p.m. on Friday 21<sup>st</sup> November 2008** when they will be counted.

In the event of a tie the votes will be recounted. If the votes cast are still equal the decision will be made by).

*Please think about taking on the job, or suggesting someone who will do it well. We need committed parent governors, people who really want to make a positive difference to the life chances of our students.*

***If you would like to know a little more about becoming a parent governor please get in touch with Mrs Stagg, who has been a parent governor and has a really clear understanding of how the governing body works.***

Yours sincerely

Miss F. Bertham  
Head teacher

Rev. H. Webb  
Chair of Governors

**NOMINATION FOR PARENT(S) GOVERNOR**

To the Returning Officer at Olveston CEVC Primary School

We the undersigned, being the parents/guardians of children attending the school, wish to nominate:

Name .....

Address .....

.....

.....

as a Parent Governor(s) of the above named school.

Signed ..... Proposer

Date .....

The person nominated should:-

- (a) sign this form in order to show their willingness to stand as a candidate, should an election be required, and to serve as a Governor.
- (b) if they wish it included on the voting paper, submit with this form a brief description of themselves. This description should not exceed 200 words and will be returned if it does.

Signed .....

Date .....