

Headteacher: Mr Andrew Stapley

Brabourne, Ashford, Kent, TN25 5LQ

Tel: 01303 813276

email: office@brabourne.kent.sch.uk

11th November 2024

Dear Parents/Carers

We currently have a vacancy for a new parent governor on our governing board, to start from January 2025.

Parent governors are elected to serve for a period of four years although clearly you are able to resign at any time. Together with the Headteacher, the governing body has overall responsibility for the running of the school. Governors are involved in deciding school policies, allocating the school's budget and appointing senior staff. No special qualifications are needed and the most important things are to have a keen interest in the school and be prepared to play an active part in the governing board's role, working well as part of the team. In order to support governors in their work, the County Council, Canterbury diocese and CARE foundation trust provide full training for all governors at no charge to the individual.

In Brabourne, we have four parent governors on the Full Governing Body. The FGB meets six times a year at 7pm and all governors sit on at least one committee meeting at least three times a year, at times arranged to suit all participants. In addition, preparation for the meetings takes time and governors are expected to conduct formal visits to the school as well as supporting school events and attending training and collaborative events.

The governing board is expected to demonstrate skills in many areas – strategic leadership, financial management and monitoring, data analysis, HR management including staffing and performance management, team working and leadership, legal compliance including safeguarding and self-evaluation. If you have experience in any of these or of working in education, this would be beneficial for the governing board – otherwise you will be expected to attend training to develop these skills. A new Department for Education competency document indicates that governors should be committed, confident, curious, challenging, collaborative, critical and creative.

If you would like to stand for election, please complete the attached form and return it to me by 2nd December 2024. Each person nominated must be proposed and seconded by parents/carers who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 250 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body. If only one nomination is received, the nominee will automatically be elected as a parent governor. If we have more than one nomination, the process will go through to a ballot that all parents have the opportunity to vote in. However, all nominees will be informed if this is the case and will have the opportunity to withdraw if they would rather.

Sow the seeds... Nurture... Watch them grow
Respect, Responsibility, Hope, Courage



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I do hope you will consider standing as a governor or else nominating another parent/carer. If you would like more information about being a school governor, please contact another governor or myself for more information via the school office.

Yours sincerely,



Andrew Stapley
Headteacher



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Election of Parent Governors

- Please return this form by **2nd December 2024**.
- Further nomination forms can be obtained from the school office.
- In certain circumstances a person is disqualified from holding or continuing to hold office as a school governor, an indicative list is attached.
- A DBS check must be commenced within 21 days of election.
- The term of office for the successful candidate runs from date of completion of election process.

Name of the school: **Brabourne C of E Primary School**

Please enter in BLOCK LETTERS your name and address:
(You must be the parent/carer of a child registered in the school)

Name: _____

Address: _____

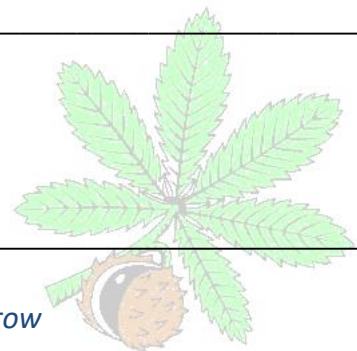
Signature of nominee – I confirm that I am willing to stand as a candidate for election and that I am not disqualified from holding office for any of the reasons set out in The School Governance (Constitution) (England) Regulations 2012 or The School Governance (Constitution and Federations) (England) (Amendment) Regulations

Parent/Carer of (name of child/ren): _____

Signature of proposer (only complete if you are proposing another parent): _____

Name and address (only complete if you are proposing another parent): _____

Parent/Carer of (name of child/ren, only complete if you are proposing another parent): _____



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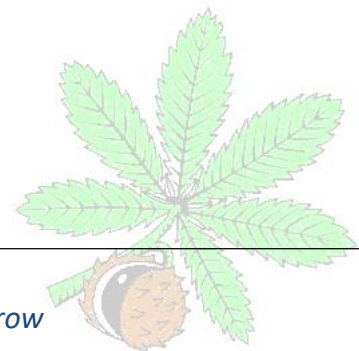
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We would ask that you include a statement of strictly no more than 250 words to support your application.

In the event that there are more nominations than vacant positions, your statement will be sent to all parents of children at the school and/or may be placed on the school website (the term “parent” includes guardians, foster parents and any person who has actual custody of a child registered at the school)

Maximum 250 words



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