

Hinstock Primary School  
Hinstock  
Market Drayton  
Shropshire TF9 2TE  
Headteacher: Mrs Rachael Williams  
Telephone: 01952 550220  
admin@hinstock.shropshire.sch.uk



Cheswardine Primary School  
Glebe Close  
Cheswardine  
Market Drayton  
Shropshire TF9 2RU  
Headteacher: Mrs Rachael Williams  
Telephone: 01630 661233  
admin@cheswardine.shropshire.sch.uk

## Goldstone Federation

6<sup>th</sup> December 2019

Dear Parent or Carer

### Notice about Parent Governor Election Arrangements/Request for Nominations

The Constitution of the Federation's Governing Body allows for the appointment of 2 parent governors. These appointments are made by election. The number of vacancies to be filled on this occasion is 2.

I should be pleased to receive nominations for this vacancy on the tear off slip provided and in accordance with the following notes:

1. Only parents who have/will have children registered at the schools on 13<sup>th</sup> December 2019 are eligible to stand for election or make a nomination.
2. Candidates may nominate themselves.
3. Candidates are entitled and encouraged to submit a brief personal statement (not more than 100 words; anything more than 100 words may give rise to complaints from other candidates and so will not be accepted) giving autobiographical details and such other information and views as they see fit, except information indicating that they are endorsed or supported by any group or association.
4. Each parent may submit a nomination for each of the vacancies to be filled. Nominations and statements, where made, must be returned to me **by Friday 13<sup>th</sup> December 2019** at the latest. **Any received after this date cannot be included in the election.**
5. Candidates must sign the form to indicate their willingness to stand.
6. The term of office of a parent governor is 4 years from the date of appointment. Parent governors are not disqualified if their children leave the school before the end of this period.
7. The definition of a "parent", in relation to any child or young person, includes any person who is not a parent but who has parental responsibility for or who has care for the child or young person.

The timescale for this election is as follows:

- a) Nominations must be returned to school by the end of the school day on **Friday 13<sup>th</sup> December 2019**.
- b) Ballot papers detailing the candidates will be distributed on **Friday 20<sup>th</sup> December 2019**.
- c) Voting closes at the end of the school day on **Friday 10<sup>th</sup> January 2020** Ballots received after this time will **not** be accepted.
- d) Votes will be counted and the result will be announced on **Monday 13<sup>th</sup> January 2020**.

Yours sincerely

**Rachael Williams**  
Headteacher



**Please return to the Headteacher at Hinstock or Cheswardine Primary Schools by Friday 13<sup>th</sup> December 2019.**

I wish to nominate:

<u>Nomination</u>	<u>Full Name</u>	<u>Address</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

for election as a parent governor.

**To be signed by the nominee(s) and nominator if different.**

Signed: \_\_\_\_\_  
(Nominator if you are not nominating yourself)

Signed: \_\_\_\_\_  
(Nominee i.e. the person standing as parent governor)

Date: \_\_\_\_\_

A brief personal statement written by the candidate(s) is/are attached/not provided (please delete as appropriate).



## School Governor Job Description

The purpose of the post is to contribute to the work of the governing body in raising standards of achievement for all pupils. This involves providing a strategic view for both schools, acting as a critical partner and ensuring accountability. Governors do not need to have formal qualifications and need to be aged 18 years and over.

The individual governor has a responsibility, working alongside other members of the governing body, to the staff and pupils of the schools, the schools' wider community and where they are representatives, to their particular constituency.

### Responsibilities include:

- Developing the strategic plan for the schools.
- Determining aims, policies and priorities for the schools.
- Setting statutory and non-statutory targets.
- Monitoring and evaluating the work of the schools.
- Appointment of staff and ensuring the implementation of a range of personnel procedures.
- Strategic management of the budgets.
- Securing high levels of attendance and good standards of pupil behaviour.
- Ensuring that all children in the schools have access to a broad and balanced curriculum which is suitable to age, aptitude and ability and prepares them for adult life.
- Ensuring the health and safety of pupils and staff.

### Tasks include:

- To get to know the schools: its needs, strengths and areas for development.
- To attend meetings (full governing body, committees and working groups).
- To work as a member of a team.
- To speak, act and vote in the best interests of the school as one perceives them.
- To respect all governing body decisions and to support them in public.
- To act within the framework of the policies of the governing body and legal requirements.
- To commit to training and development opportunities.

Please find attached the notification of election and the nomination forms required if you are interested in becoming a governor. There is a strict timescale for elections so please attend to these if you are thinking of putting yourself forward.

If you would like any further information about the role please call in to either school and either the Headteacher or one of the governors will be very happy to talk it over with you before nomination.

Alternatively queries and nominations can be sent to:

[governors@hinstock.shropshire.sch.uk](mailto:governors@hinstock.shropshire.sch.uk)

or

[governors@cheswardine.shropshire.sch.uk](mailto:governors@cheswardine.shropshire.sch.uk).

