

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

Friday 10<sup>th</sup> September 2021

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 1.**

I should be pleased to receive nominations for this vacancy from Hinstock and Cheswardine Primary Schools on the form provided and in accordance with the following notes:

1. Only parents who have/will have children registered at either school on 17<sup>th</sup> September 2021 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 the school or the clerk **by Friday 17<sup>th</sup> September 2021** 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 17<sup>th</sup> September 2021**. This can be done using a sealed envelope or emailed directly to the Clerk.
- b) Ballot papers detailing the candidates will be distributed on **Friday 24<sup>th</sup> September 2021**.
- c) Voting closes at the end of the school day on **Friday 1<sup>st</sup> October 2021**. Ballots received after this time will **not** be accepted.
- d) Votes will be counted and the result will be announced on **Monday 4<sup>th</sup> October 2021**.

Yours sincerely,

Rachael Williams  
Headteacher



# Goldstone Federation Parent Governor Election Nomination Form

*Please return in a sealed envelope to the Headteacher at Hinstock or Cheswardine Primary Schools, or by confidential email to the Clerk at [governors@hinstock.shropshire.sch.uk](mailto:governors@hinstock.shropshire.sch.uk), by Friday 17<sup>th</sup> September 2021.*

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*).



# The Role of the Governor

The purpose of the governor 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 in the federation, the 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: their 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 both schools 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.

**Further information is available on the Government's Department for Education (DfE) website:**

***<https://www.gov.uk/government/publications/governance-structures-and-roles>***

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 adhere to these if you are thinking of putting yourself forward.

**If you would like to discuss the role before nomination please contact Rachael Williams, Headteacher, at either school or alternatively contact the Clerk to the Governors, at [governors@hinstock.shropshire.sch.uk](mailto:governors@hinstock.shropshire.sch.uk), telephone 07970 597836.**

