



Holy Trinity C. of E. Primary School

Rickmansworth Road, Northwood, Middlesex, HA6 2RH

☎ Telephone (01923) 822529 Facsimile (01923) 828941 E-mail holytrin@hillingdongrid.org

Headteacher: Mr. D. R. Norris

Deputy Headteacher: Mrs. M. E. Henton

26 June 2009

Dear Parent

School governors are helping to shape the next generation Election of Parent Governor[s] at our school

This is to let you know that we will be electing a new parent governor this term to join the governing body from 1 September 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 children.

- **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**

To help you make an informed decision, the following documentation is available from the school office. Please feel free to request copies without any obligation. The documentation will be available on the school web-site by Monday www.holytrinitynorthwood.org.

- ❖ Information sheet about the rôle of a school governor;
- ❖ Parent Governor Nomination Form;
- ❖ Nominee's Application Details;
- ❖ Parent Governor Nominee - Personal Statement;
- ❖ Parent Governor Nominee - Declaration

Besides parents, the governing body includes the Headteacher and other members of staff, foundation governors who are elected by and report to the London Diocesan Board for Schools, the Deanery and the Parochial Church Council as well as a representative of the local authority. 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.

If you would like to stand for election, please complete and return the attached nomination form to the school office for the attention of The Clerk to the Governing Body by 12 noon Friday 10 July 2009. Another parent of a child at the school must sign the form in support of your nomination. If an election is needed, the details you supply on page 3 of the form will be copied and sent to other parents with the ballot papers.

Please be aware that any appointment maybe subject to a satisfactory identity and/or Criminal Records Bureau (CRB) check. This is so as to ensure the safety of the pupils.

If the number of nominations is the same as or smaller than the number of positions to be filled, then the people nominated will be elected unopposed. If there are not enough nominations, the governing body has the power to appoint parent governors to fill the vacancy.

The term of office for a parent governor is four years, as determined by the governing body. If you are elected you may serve the full four years even if your child leaves the school before your term of office finishes. Governors may resign at any time during their term of office.

If a ballot is needed we shall send you a ballot paper on 13 July 2009.

Only parents of children registered at the school are entitled to stand or vote in the election. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

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 children.

If you would like to know a little more about becoming a parent governor please get in touch with Tony Leach on aclleach@yahoo.co.uk, who is a parent governor and has a really clear understanding of how the governing body works.

Please note that if you are an elected member of the Local Authority or work at the school for 500 hours or more per school year, you may not stand for election as a parent governor but you are entitled to vote. These are regulations laid down by law.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me.

Yours sincerely

Sue Boulton
Chair of Governors