



The Minster School

"Whatever you do, work at it with all your heart, as though you were working for the Lord" Colossians 3:23

25th February 2025

Dear Parents and Carers,

Nominations for Parent Governors

The governing body of **The Minster School** has **one** parent governor vacancy and wishes to appoint a parent who has a child/children at the school. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact the Head Teacher for further advice.

We are looking for a parent who has the skills required to contribute to effective governance and the success of the school. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills.

Local Governing Bodies are responsible for a wide range of matters delegated to them by the Trust (MITRE). These include:

Ensuring clarity of vision, ethos and strategic direction;

Holding the Head Teacher to account for the educational performance of the school and its students, and the performance management of staff; and

The effective deployment of funds and resources.

Governors need a strong commitment to the role and to improving outcomes for children. Details of the nature of the role can be found on the accompanying 'governor skills and attributes' document.

Parents and carers from Black and Minority Ethnic backgrounds, from the Lesbian, Gay, Bisexual and Transgender community, and with disabilities, are usually under-represented on governing bodies and in the County. The school would like to encourage nominations from under-represented groups in our community.

Our parent governors serve a four-year term of office (even if your child leaves the school during this time). We meet three times per year as a whole governing body and have two committees – Strategic Development and Students' Committee and the Finance, General Purposes and Personnel Committee who meet once per term. All meetings take place at the school starting at 6.30pm. There is an expectation that each governor will become a member of a committee and will take on additional responsibilities as a link governor. Our code of conduct (attached) outlines our Trust principals.

We offer a full induction package, a mentoring system and availability of in-house, central and on-line training packages, including mandatory annual safeguarding training. We may also be able to offer an opportunity for prospective governors to meet with a representative governor to discuss the role before completing a nomination form.

All new and re-appointed school governors are required to complete a declaration of eligibility form.

If you wish to complete a nomination form to become a parent governor, you need to:

- a. Check that you are eligible by reading the enclosed disqualifications/eligibility criteria.
- b. Complete both the nomination form and the declaration of eligibility (once you are satisfied that you are eligible to become a governor).
- c. Include a statement, up to 80 words, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- d. Each nomination and declaration of eligibility must be received at the school by no later than **10.00am on Tuesday 11th March 2025**. Electronic nominations must be returned to **Laura Gallagher** at l.gallagher@minsterschool.org.uk. Alternatively, it should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the school.
- e. A sealed ballot box will be available at Main Reception in the school for hand deliveries. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child.

Your nomination should be acknowledged by the returning officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

In accordance with the School Governance (Constitution) (England) Regulations 2012, school staff who are paid to work at the school for more than 500 hours in any consecutive twelve-month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school and can be governors at another school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the Head Teacher should an election be necessary.

If you have any further queries about the role of parent governor, please contact the head teacher of the school, other members of the school governing body or Minster Trust for Education on 01636 551103.

Yours faithfully,



Ben Chaloner
Head Teacher/Returning Officer