



37 High Road  
Cotton End  
Bedford  
MK45 3AA  
01234 740100

[office@cottonendprimary.co.uk](mailto:office@cottonendprimary.co.uk)

*Inspire, Enjoy, Achieve*

Dear Parent/Carer

I am writing to invite parents, guardians and carers of registered pupils at Cotton End Primary School to put their names forward for election to serve as a Parent Governor.

The Governing body of our school is made up of parents, staff, and other members of the community. The Governors, along with the Head teacher, are responsible for a wide range of matters affecting the life of the school and the work of the pupils. Parents may be interested in the overall Governing Body and how it is made up. There are:

- A Local Authority Governor nominated by Bedford Borough Parent Governors, elected by Parents and Carers
- Staff Governors, elected by Staff
- Co-opted governors appointed by the Governing Body

The Head teacher is part of the staff Governor category, but is not elected. She is a Governor by virtue of their office.

There is a vacancy for a Parent Governor and we hope that parents will feel encouraged to put themselves forward.

We know that parents are interested in the education of their children and share the school's commitment to ensuring the best possible education and opportunities for all our pupils. One of the best ways to pursue this interest and commitment is to volunteer to become a Parent Governor.

The Governing Body has three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Head Teacher to account for the educational performance of the school and its pupils; and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome nominations from parents with the following skills:

- Willingness to undertake training
- Flexibility to attend meetings – absences have to be explained

Training is available for all Governors and this Governing Body has an expectation that those new to being a Governor attend free induction training. There is also the expectation that Governors abide by the Code of Conduct enclosed with this letter.

If you would like an informal chat about what being a Governor means please contact Sandra Thacker or Amanda Tyrrell, who are both serving Governors, via the school.

If you are eligible to be a Parent Governor please complete the self-nomination form. In addition to the self-nomination form, candidates are also asked to write a statement for all parents, saying something about themselves and why they would like to be a Governor. This statement should not be more than 500 words.

If the number of nominations is not more than the number of vacancies, then those nominated will be appointed. If there are more nominations than vacancies then a secret ballot will be held.

The procedure is published on the school website:

- Letter to parents inviting nominations
- Completed nomination forms and statement **must** be received by 12noon on Friday 27<sup>th</sup> February
- Depending on the number of nominations the Returning Officer will either
  1. write to all parents with the parent governors appointed
  2. write to all parents giving the date of the ballot and the date that ballot papers need to be returned

Please find enclosed with this letter a self -nomination form and a paper stating any reasons a parent or carer may not stand as a Parent Governor.

Nominations should be sent to me within the next two weeks but must be received in school by 12 noon on Friday 27<sup>th</sup> February

Yours sincerely

Sandra Thacker  
Chair of Governors

Karen Headland  
Returning Officer/Head teacher



**BEDFORD**  
BOROUGH COUNCIL

**Self -Nomination Form for the Election of Parent Governor at**

Cotton End Primary School

**Name of candidate:**

**Child(ren) in Year(s):**

**I am willing and eligible to stand as a parent governor at Cotton End Primary School**

**Signature .....**

**Date:**

**Why I would like to be a parent governor:**

(please provide a statement of no more than 500 words continuing on a separate sheet if necessary)

**Please return this form to the Returning Officer at the School by 12 noon on Friday 27<sup>th</sup> February 2015**

