

Reigate School

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Reigate
Surrey
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*Chair of Governors: Mr B Hamblin
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16th March 2022

Dear Parents and Carers

Election of Parent Governors

We have provision for two parent governors on our School Committee which is Reigate School's governing board. Vacancies have arisen due to expiry of the terms of office of the two existing parent governors. I am therefore writing to invite you to stand for election as a parent governor.

Before making a decision, you may want to know a little more about what is involved. The School Committee, with the Headteacher, have overall responsibility for the running of the school. The role of a school governor is to contribute to the work of the School Committee in ensuring high standards of achievement for all children and young people in the school. It can be demanding but very rewarding.

No special qualifications are necessary: the most important thing is to have a keen interest in the school and be prepared to play an active part in the School Committee's work. Governors serve a four-year term.

As a Governor, you are expected to:

- Have a real interest in education and developing positive outcomes for all children
- Get to know the school: its needs, strengths and areas for development, including visiting the school during the school day
- Prepare for, and attend meetings (School Committee and working groups) and actively contribute as a member of a team
- Speak, act and vote in the best interests of the school
- Use your personal and professional skills to support the school
- Respect all School Committee decisions and support them in public
- Act within the framework of the policies of the School Committee and legal requirements
- Observe and follow the School Committee's Code of Conduct and confidentiality requirements
- Commit to training and development opportunities, including induction training.

Please note that parent governors must be a parent, or an individual exercising parental responsibility of a registered pupil at the school at the time of their election or appointment. Parents/carers who have paid employment in the school for 500 or more hours per academic year, or who are elected members of the Local Authority, are not eligible to stand in these elections.

Whilst any parent of a current Reigate School pupil can apply, we would particularly welcome nominations from parents with an interest or background in data, finance, business, law or HR to balance the range of governor skills.

Parents/carers are invited to submit nominations to the Clerk to the Governors using the attached nomination form, which should be printed and signed, and must signify their willingness to stand for appointment or election (should printing be an issue, copies of the form will be available from Reception). Each person must be proposed and seconded by parents/carers of registered pupils presently attending the school and the nominee must also be a parent/carer.

The timetable for the election of the Parent Governors is set out below.

Step 1	16th March 2022	Parents'/carers' letter with nomination form sent home via email/pupil post.
Step 2	25th March 2022	Close of nominations: last date for returning nominations. Nominations to be received by 12 noon.
Step 3	19th April 2022	In the event there are more nominations received than vacancies available, ballot papers will be sent to parents/carers.
Step 4	3rd May 2022	Close of voting: ballot papers to be returned by 12 noon. Votes will be counted and the results announced at 2.00pm.

All nominations must be submitted to Claire Tracey, Returning Officer, by 12 noon on Friday 25th March 2022.

No nominations will be accepted after that date and time. Those nominated to stand for election may enclose with their nomination forms a short personal statement about themselves, of not more than 100 words.

If only one nomination/two nominations are received, the nominee(s) will be appointed without a ballot. If the number of candidates exceeds the number of vacancies, a secret ballot will be held. Candidates' statements will be circulated to parents/carers, together with details of the ballot procedure, should a ballot prove necessary. Candidates are permitted to vote in the ballot.

Please note that statutory guidance requires the School Committee to publish certain information online for each governor, including their full name, relevant business interests, whether they serve on another governing board and relationships with staff in the school. There is also a statutory requirement for all governors to have a DBS check.

If you have any queries about the role of Governor, please telephone or email the office with your contact details and we will pass your details to the Chair of Governors.

Yours faithfully



Claire Tracey
Clerk to the Governors and Returning Officer

Enc. Parent Governor Nomination Form