



Executive Headteacher: Mrs E Radley
Head of School: Mr R Chipperfield

Surfleet Primary School
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23rd March 2023

Dear Parent

ELECTION OF PARENT GOVERNORS

In accordance with the Education Act 2002 the Governing Body of each school shall include Parent Governors, these being parents of registered pupils at the school elected by such parents.

The definition of parent is found in the Children Act 1989. In addition to the actual parents of a child, "parent" can include any person who is not a parent of a child but has parental responsibility for him or her or who has care of the child.

A vacancy has arisen for a parent governor on the Governing Body of Surfleet Primary School. The Governing Body would especially benefit from applicants with legal or accountancy experience.

If you are interested in being a candidate, please complete the slip attached, proposed and seconded by two parents and forward it to the Returning Officer, to arrive no later than Wednesday 19th April 2023. It is recommended that candidates supply a short personal statement (not more than 50 words) about themselves for circulation to voters.

Candidates should be aware of certain disqualification clauses relating in particular to bankruptcy and criminal convictions. If you are in any doubt about your eligibility to stand for election, please contact the Returning Officer who will be able to supply you with further details.

The main duties and responsibilities of school Governors are set out overleaf. It should be noted that an elected Parent Governor is appointed for a 4 year term and may continue in office even though their child may have left the school part way through their 4 year term of office.

If the number of candidates exceeds the number of vacancies, you will be sent voting slips and details about the electoral process via your child. The results of the election will be relayed to parents via a letter.

Any queries relating to this election should be made to the Returning Officer at the school.

Yours sincerely

Miss S Meek
Returning Officer



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DUTIES OF A GOVERNOR

Governors are not expected to be involved in the day-to-day management and administration of the school, but rather to set strategic plans for the school and to provide the Head of School with guidance on general principles.

Effective governance is based on six key features:

- Strategic leadership that sets and champions vision, ethos and strategy.
- Accountability that drives up educational standards and financial performance.
- People with the right skills, experience, qualities and capacity.
- Structures that reinforce clearly defined roles and responsibilities.
- Compliance with statutory and contractual requirements.
- Evaluation to monitor and improve the quality and impact of governance.

The governors carry out these roles through various committees and visits to the school. This enables them to understand the wealth of school data and ask appropriate questions and build good relationships with the staff and to contribute to the self-evaluation processes.



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To The Returning Officer Surfleet Primary School

I _____

(full name in block capitals)

Address: _____

Wish to stand for election as a Parent Governor of the above School.

Signed _____

The nomination is proposed by: _____

Signed _____

Seconded by _____ Signed _____

(Both of whom are parents of pupils registered at the School).

A short personal statement about yourself (not more than 50 words):-



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