



# HARROGATE GRAMMAR SCHOOL

EXCELLENCE FOR ALL

10<sup>th</sup> June 2019

To Parents of all Years

Dear Parents

## ***ELECTION OF A PARENT GOVERNOR***

I am writing to advise you about a vacancy on the Local Governing Body for one Parent Governor. Our Parent Governors are elected for a four-year term and continue to serve even if their child leaves the school during this period. Governor expenses are payable to ensure no governor is out of pocket but this is a voluntary role.

### **What do Governors do?**

Harrogate Grammar School is part of a Multi Academy Trust, The Red Kite Learning Trust (RKLT). The Trustees have overall responsibility for all the schools in the Trust but the Local Governing Body (LGB) works directly with the Headteacher and staff of an individual school and has responsibility for most aspects of the schools work as these are delegated to the LGB by the Trust. Members of the LGB meet 5 times a year for formal meetings and may also be involved in serving on particular committees such as the disciplinary or pay committee. Governors are not expected to spend time in school during the school day, their purpose is the strategic leadership of the school and holding the leadership to account. Members of the LGB play a very important role, bringing their own skills and experiences that complement those of other governors and the school leadership team.

### **Do Parent Governors have special responsibilities?**

No. All Governors are equally responsible. Parent Governors speak as parents; not *for* parents.

### **How are Parent Governors appointed?**

Parent Governors must be people who have children at the school when they are elected. If you wish to nominate yourself for this role please contact the school office who will send you a nomination paper for you to complete. Each person nominated is asked to provide up to 50 words of biographical details, which would be printed on the ballot paper in the event of an election. The term '*parent*' includes any adult who has custody of a child on the roll of the school, as well as natural parents.

The latest advice is that Governors should be appointed who can demonstrate that they have the appropriate skills that will support the effective governance of the school. The Governor who has stepped down had a professional background in children's medicine and brought a range of skills that complimented those of other Governors. We have had interest shown by a parent who provides a direct replacement for these skills and would be happy to appointment to the vacant position. However, there is an opportunity now for any other parent to put themselves forward if they feel their experiences and skills would compliment those of the existing Governors.

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Associate Headteacher: Mr N Renton | Executive Headteacher: Mr R Sheriff | Associate Headteacher: Mrs K Moat

Harrogate Grammar School is part of the Red Kite Learning Trust, a charitable company limited by guarantee registered in England and Wales with company number 7523507, registered office: as above.

Our Privacy Notice can be found on: [www.rklt.co.uk/governance/statutory-documentation](http://www.rklt.co.uk/governance/statutory-documentation)



The closing date for receipt by me of completed nomination forms is **9.00 am on Friday, 28th June 2019**. If the school receives more than one nomination then there will be a secret ballot, and we will send ballot forms for their return to each home by pupil post. The ballot forms will explain how votes are to be cast.

### **Result of the Election**

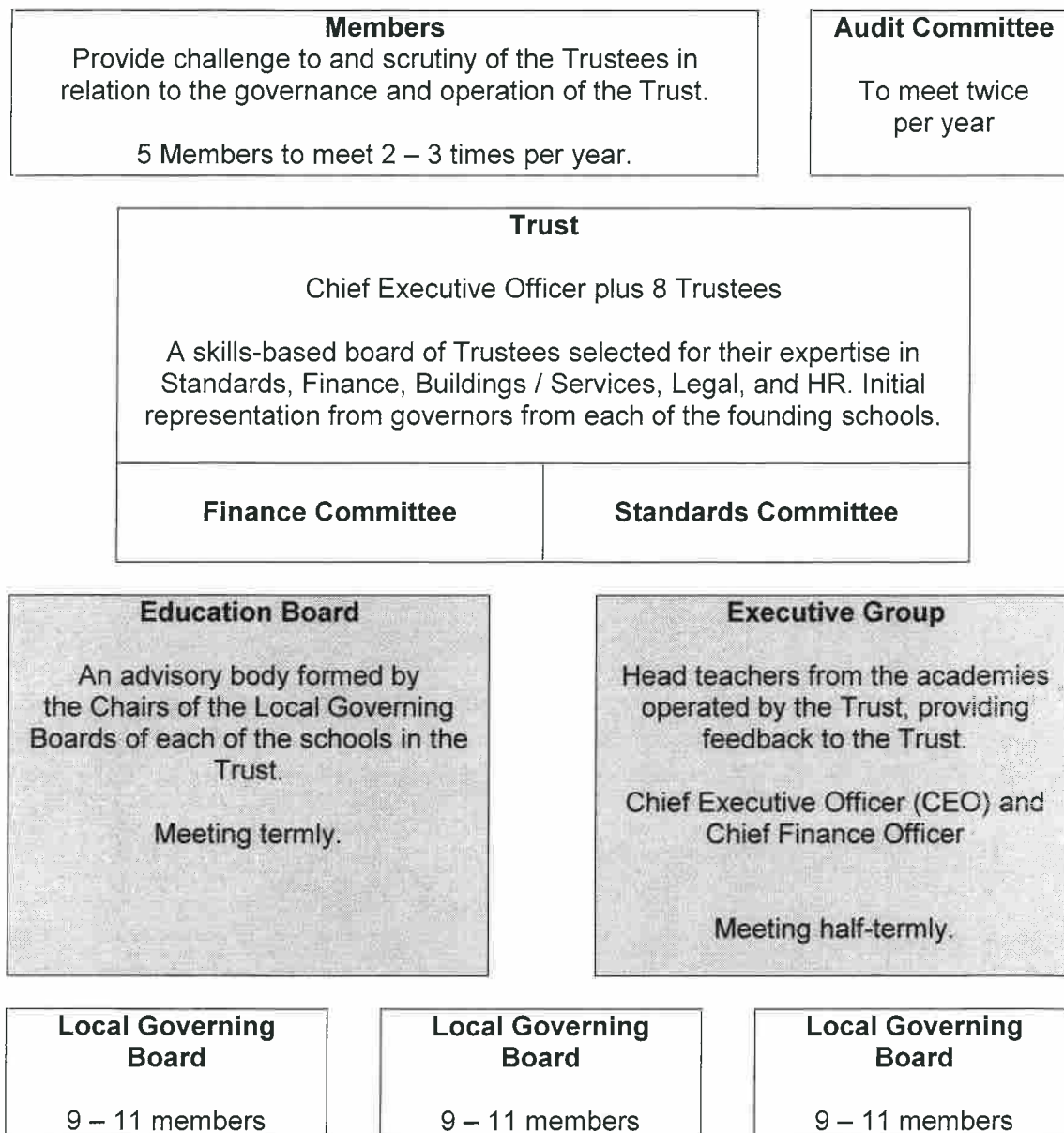
The name of the parent elected will be e-mailed to all parents and will be included on our website. Anyone having a query about the election or the vacancy is welcome to contact me at the school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Sheriff', written in a cursive style.

**Mr R Sheriff**  
**Executive Headteacher**

## RKLT Governance Structure



The Education Board and Executive Group are not formally part of the governance structure, but fulfill advisory roles to the Chief Education Officer (CEO) and Trust.

The CEO works for the MAT and it is his / her job to ensure that the MAT operates in the way that the Trustees have envisaged. The CEO also has responsibility for standards across the Trust schools and will report back to the Trustees at their termly meetings.

The MAT also has an executive and central support team to service the needs of the Trust and Local Governing Boards.

## Election of Parent Governors – Harrogate Grammar School

### NOMINATION PAPER

Number of Parent Governors to be elected: 1

Please read the notes below before completing this form.

<b>CANDIDATE:</b> Name of parent/address/signature	
<b>PROPOSED BY:</b> Name of parent/address/signature	<b>SECONDER:</b> Name of parent/address/signature

**Notes: This paper has been prepared in accordance with articles 54 and 55 of the articles of association of Harrogate Grammar School Academy Trust**

1. A parent can propose a candidate, stand for election and vote in the election, if he or she has a child registered at the school on the date of the election.
2. A proposer/seconder must be eligible to vote in the election, must obtain the consent and signature of the nominee, and may propose one candidate (see head of form).
3. A candidate must be eligible to vote in the election, must have reached the age of 18, must not be a Governor of two other schools, must not have been adjudged bankrupt and be undischarged, or been convicted of a criminal offence during the last 5 years for which a prison sentence (suspended or not) of 3 months or more was imposed, or during the last 20 years for which a sentence of 2.5 years was imposed or at any time a sentence of 5 years or have been convicted of "nuisance and disturbance" on education premises.

**Along with all appointments to the school, Governors elected will be subject to clearance by the Criminal Records Bureau.**

4. In the event of there being more than one valid nomination, it will be necessary for a secret ballot to be held. In preparation for this possibility, each candidate is invited to provide on the reverse of this nomination form a maximum of 50 words about themselves. This information will be printed on the ballot form if an election is held, but will not otherwise be used.
5. This completed form must be returned to the Headteacher by **9.00am on Friday, 28th June 2019**, in a sealed envelope marked "Confidential – Parent Governor Nomination".

**Election of Parent Governor, June 2019**

**Name:** .....

**Age(s) of child(ren):** .....

**Address:** .....

.....

**Telephone No:** .....

**My experience and/or interests relevant to serving as a Governor**

**NB** (All candidates **MUST** ensure that they observe the limit of 50 words in total. If they do not, then only the first 50 words of their details will be used.)