



London Borough of Havering
ENGAYNE PRIMARY SCHOOL

Mrs S Sankey: Headteacher
01708 223492

4th September 2024

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for one parent governor to start as soon as possible.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its funding is spent wisely.

More details of the roles of Governors can be found online at <https://www.gov.uk/guidance/governance-in-maintained-schools>

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to give time and play an active part in the governing board's work. However, as all governors have an area of responsibility (which involves attending courses, keeping up to date with legislation, liaising with the school and reporting to other governors), we would particularly welcome nominations from parents with the following skills:

- Understanding and knowledge of working as a teacher or leader at a secondary or nursery setting
- Have a keen interest in Engayne school's curriculum
- To work closely with the Chair of Governors, Head teacher and with senior and middle leaders.
- Have knowledge of/ work in the financial sector

All governors are also assigned to a Year Group (generally, for Parent Governors, not their own child's cohort) and meet regularly with staff to discuss curriculum and data.


Training is available for all governors and this governing board has an expectation that those new to being a governor attend free induction training.



The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, 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. Nominations must be from parents or carers with children at the school on the day that nominations close.

Due to the financial skill set needed if you are considering standing for election, please call the school to speak to Mrs Sankey before submitting your form. After you have spoken to me, if you would like to stand for election please complete the enclosed nomination form and return it to the school no later than **Wednesday 18th September** in a sealed envelope addressed to Mrs Sankey. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies an election will be held by secret ballot. If this is necessary, voting links will be sent to all parents together with details of the ballot procedure.

Yours faithfully,


Mrs S Sankey
Returning Officer