

Monday 3rd February 2020

Dear Parent/Carer

### **Election of Parent Governor**

I am writing to inform you that our current Parent Governor's term of office is coming to an end, and as such we must hold an election. I therefore invite you to consider standing for election or to nominate another parent to do so.

Every school has a governing board, which includes a number of categories of governors including parent governors. Together with the Principal, the governing board has overall responsibility for the running of the Academy. Governors are involved in deciding school policies, allocating the Academy's budget and appointing senior staff. No special qualifications are needed and the most important thing is to have a keen interest in the Academy and be prepared to play an active part in the governing board's work. In order to support governors in their work, training is provided for all governors at no charge to the individual. At Chelsea Academy, we currently have one parent governor position who will serve for a term of office of four years, with the possibility to run for re-election after their first term, if the individual is still the parent/carer of a student at Chelsea Academy. The full governing board normally meets four times a year, usually at 4.00 p.m and, in addition, there are three committees which focus on specific areas of the Academy, and which each meet once per term. The Parent Governor will be expected to sit on one of these committees, as well as attending training sessions and other ad hoc events.

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to the Academy reception by Friday 14th February 2020. Each person nominated must be proposed and seconded by two different parent/carers who have a child at the Academy. Anyone standing for election is invited to provide a short personal statement (maximum of 100 words) to support their nomination. The statement should only include biographical information, your reasons for wanting to be a Parent Governor and the contribution you believe you can make to the governing board.

If we receive more than one nomination, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote no matter how many children he or she has at the Academy. If only one nomination is received then that nominee will automatically be elected as Parent Governor. The current Parent Governor may also stand for a second term of office.

As with all our governors, the successful nominee will need to be able to satisfy an enhanced police / Disclosure and Barring Service (DBS) check.

I do hope you will consider standing as a governor or nominating another parent/carer. If you would like more information about being a governor, please contact my PA, Mrs Courtley via email at this address: [katie.courtley@chelsea-academy.org](mailto:katie.courtley@chelsea-academy.org).

Yours sincerely



Mr M Williams  
Principal