



# Sir Frederic Osborn School

*Achieving Success Together*

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4 May 2018

Dear Parent/Carer

## **ELECTION OF PARENT GOVERNOR**

Governors play a vital role in helping the School to improve. We currently have vacancies for 3 Parent Governors on our Board of Governors. If you would like to stand for election, please complete and return the attached form to the school office by no later than 9.00am on Thursday 17 May 2018.

You will need to ask another parent of a student at the school to sign the nomination form.

Please be aware that regulations require everyone elected or appointed to a Governing Body to undergo a pre-appointment check which may include a criminal background check. This is to ensure the safety of the students. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

Governors are required to attend around five Full Governing Board meetings each academic year. These are held on a weekday evening usually from 6.00pm. In addition, Governors are expected to serve on one or more of three committees: Curriculum, Achievement and Well-being (which deals with all areas concerning the delivery of education in the school), Human Resources (which deals with the employment of teaching and non-teaching staff), and Resources (which deals with finance and campus development). These groups usually meet every six weeks on a weekday evening at 6.00pm. Governors are also expected to occasionally visit the school during the school day and attend relevant training sessions from time to time.

Sir Frederic Osborn School requires a high level of support from its Board of Governors and I would hope that any parent who is elected will be able to give sufficient time to fulfilling their office.

Please give brief details about yourself (**not more than 80 words**) on the form. If more than 3 parents/carers put themselves forward an election will be needed and these details will be copied and sent to all parents/carers with the ballot papers. **Please note that the 80 word limit will be strictly enforced. Any statement with more than 80 words will be returned to the candidate for amendment.**

The Board of Governors has determined that the term of office for a Parent Governor is four years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

If an election is necessary, we will send you a ballot paper on Monday 21 May 2018.

Only parents/carers of children registered at the school are entitled to stand or vote in the election. A parent/carer who is paid to work at the school for more than 500 hours in a school year may **not stand** for election.

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Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

In most cases it will be obvious whether you are a parent. For the purpose of the election of a Parent Governor, a parent is:

someone who has parental responsibility **or**  
someone who looks after the child on a day-to-day basis (but does not have “parental responsibility”).

- A) a person has ‘parental responsibility’ if:-
- she is the child’s natural mother; **or**
  - he is the child’s natural father and
  - **either** was married to the mother on the day of the child’s birth or subsequently **or** has entered into a legal parental responsibility agreement with the mother
  - **or** has been granted a residence order from the court directing the child will live with him
  - **or** registered or re-registered the child's birth after 1 December 2003
- B) or the child lives with that person as the result of a court order.

If you have any questions about whether you are eligible to stand or vote in the election or would like to know more about being a Governor, please contact me via the school office [admin@sfosborn.herts.sch.uk](mailto:admin@sfosborn.herts.sch.uk).

Yours sincerely



Anne Garland  
Chair of Governors

**ELECTION OF PARENT GOVERNOR  
SIR FREDERIC OSBORN SCHOOL**

**NOMINATION FORM**

Your name .....  
(Mr/Mrs/Miss/Ms/Dr)

Address .....  
.....  
.....

I have a child at the school and hereby nominate myself for election as a governor. I understand that if elected I will have to undergo a pre-appointment check. Biographical details **(80 words maximum)** for circulation with the voting paper are given below.

Signature .....

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Seconded\* by: .....  
(Mr/Mrs/Miss/Ms/Dr)

Address .....  
.....  
.....

Signature .....

\*The seconder must be a parent of a student at the school.

Biographical details (80 words maximum)

**Your completed nomination form must be returned to the school office by:**

**Date: Thursday 17 May 2018**

**Time: 9.00am**