



25 June 2021

Dear Parent/Carer

Election of Parent Governor(s) Nominations

As you are aware the Hayesbrook School will become a part of the Leigh Academies Trust from 1 September. As part of this process, the school is recruiting for the new Governing Body, which will meet from September onwards. There are two vacancies for Parent Governors to serve on the Tonbridge Board. We are very keen to encourage parents and/or carers of registered pupils to nominate themselves to fill these places.

Parent Governors are elected by other parents and are vital to the work of the overall Board. The responsibility of the Board is to ensure that school leaders maintain the educational performance of their students, and effectively manage the performance of their staff. The Board also oversees the financial performance of the school, ensuring that its money is well spent.

You do not have to be an expert on education to be a School Governor and we value the experience that all Governors bring to the role.

If you join our Academy Board, you will serve for a four year term and you can continue to the end of the four years even if your child/children leave the school. Please be aware, being a Governor does take up time. There are four Board Meetings each year, and Governors are expected to visit the Academy and join committees as requested. Although the role of Governor is an unpaid position, it is a role which requires you to set aside time to prepare for meetings, visit the school and undertake training.

Who can be a Parent Governor?

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school, provided that they work for less than 500 hours per year when they are elected.

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for disqualification from serving as a governor and provide evidence of identity and address if required.

How to nominate yourself

If you would like to put your name forward, your nomination must be supported by another parent of pupil/s currently at the school (not including anyone to whom you are closely related). Their signature, name and address must be on the nomination form.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

To find out more about what being a governor at this school is like, you can contact me via secretary@hayesbrook.kent.sch.uk and I will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, please complete and return the attached form to me by **9 July**. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely



Sebastian St John
Head of School