



**14<sup>th</sup> September 2021**

Dear Parent/Carer

### **Election of a Parent Governor - would you like to join us?**

I am writing to invite you to consider standing for election as a parent governor, joining one other parent already in post. The structure allows a maximum of **two** parent governors on the Governing Body.

**Due to a resignation, there is currently ONE vacancy for a representative parent governor from Kingsnorth.**

As background, together with the Executive Headteacher and the other senior leaders, the Local Governing Body has responsibility for the Leadership & Governance of the school. We are allowed a maximum of 12 governors, with representatives from the local Church, the Diocese, the Multi Academies Trust, parents & staff bodies, and also local business and communities.

The Governing Body is supported in its work by the Trust Board at Aquila, The Diocese of Canterbury Multi Trust Academies.

Governors are involved in four vital core responsibilities

1. Considering where the school can continually improve and develop in all areas for the benefit of everyone in the school community (eg children, staff, volunteers, governors and wider community)
2. Challenging and questioning the leadership team to deliver its planned outcomes for the school to ensure continued school improvement.
3. Ensuring that the finances of the school provides the best education for all the pupils and value for , money.
4. As a distinctive Church School, considering how our Christian ethos plays a key role in our work. This aspect also forms part of our meetings.

**Anyone with parental responsibility for a child at Kingsnorth School will be eligible to apply. It would be a bonus, but NOT obligatory, if anyone putting themselves forward had past/present experience/knowledge/interest in finance, HR, Premises or Health & Safety. HOWEVER, if you don't have these skills, PLEASE don't let this deter you from putting yourself forward – your talents and experience will be well used!**

**Those applying also need to be fully aware of the time commitment, confidentiality and work ethic needed to be a really effective and supportive governor.**

You must be able to arrange to **commit time** during the day and early evening (4pm) for meetings (at present held virtually due to COVID restrictions, although this may change going forward) and to support the school by attending certain events and activities during the year where appropriate. This will promote the active role of the LGB with other parents and stakeholders.

You should have a willingness to learn – to take on board school policies and procedures, ask questions and find out about things – but mostly be a part of a friendly and supportive team – you get out of the role what you put in. It goes without saying that **training and support** is available both externally and internally – undertaking some **training** is an expectation for governors, so they can enhance their understanding of the role. But we also understand that it will take time to get to know what is expected of a governor!

Just being proactive in finding out about your governor role will give you a real sense of “buy in” to the welfare of the school, the staff and the children. Staff will be more than happy to help with this at any time and both the Chair of Governors and Clerk are always available (and also the Executive Head!).

You will be assigned a governor “mentor” from within the Governing Body to help and support you and you would be encouraged to use them. There are also easily accessed documents and comprehensive, recognised governor information areas online for you to look at.

The main thing you need is a real passion **for helping to make a difference** to Kingsnorth School – this is paramount to your success as a governor and will make the role interesting and rewarding for you.

Governor support for school leadership has already become, and will continue to be, even more vital in the rare and challenging times we have found ourselves in. There has never been a more important time for governors to be able to support our hard-working school teams as things begin to return to some kind of normality.

**Expenses can be claimed** for any travel to training (although training is currently online) and for other specific reasons where governors may be out of pocket.

If you are **interested in applying**, we would strongly suggest you first find out more about the role – you may already know one of the other governors to speak to, or you are extremely welcome to contact either Chris Myers (Chair of Governors) [cmyers@kingsnorth.kent.sch.uk](mailto:cmyers@kingsnorth.kent.sch.uk) or Jan White (Clerk) on [clerk@kingsnorth.kent.sch.uk](mailto:clerk@kingsnorth.kent.sch.uk).

Once we receive your nomination, you will also have opportunity to meet with the Executive Headteacher and/or Chair of Governors. Again, this will give you chance to discuss the position in more depth, and find out more about what we do and the skills and commitment needed.

Once elected, there will also be **opportunity for you to attend a governors’ meeting as an observer** before finally committing to the role. Meetings have been taking place successfully using virtual platforms during the COVID-19 period and resuming face to face meetings will be considered as we move forward.

If you decide to apply, please provide a short statement saying what you think you could bring to the role. **This shouldn’t be any more than 100 words.** The statement should only include biographical information, your reasons for wanting to be a parent governor and the skills and expertise you believe you can bring to our Local Governing Body, whether these are professional (both current and past), community, time, skills etc.

**Please note: You will need to ask another parent of a child at the school to formally “propose” your application.** TO COMPLY WITH THE SCHOOLS’ COVID19 GUIDELINES - PLEASE COMPLETE THE NOMINATION FORM ELECTRONICALLY (including details of the person nominating you) rather than collecting a paper copy from the school, AND RETURN BY EMAIL to:

**Mrs. Jan White (Clerk)** [clerk@kingsnorth.kent.sch.uk](mailto:clerk@kingsnorth.kent.sch.uk) by **Tuesday 29<sup>th</sup> September 2021 – 4.00pm**

If there is more than one nomination, an **election will be held**, and at this point copies of the personal statements you provide will be sent home to all parents, and a ballot arranged so they can cast their votes. One week will be allowed for the return of these. Each parent will have one vote, no matter how many children he or she has at the schools.

Because appointments as a Governor will give access to children, there is currently a requirement for governors of all schools to undertake an **enhanced Disclosure and Barring, Service check (DBS)** and your appointment will be subject to successful completion of this check.

If elected, you will also be asked to provide **two references**; one personal and one professional, where possible.

The role of Governor is enormously rewarding and we look forward to hearing from you!

Yours sincerely

**Mr. I. Witts**  
Executive Headteacher – Presiding/Returning Officer

**Mr Chris Myers**  
Chair of Governors



## ELECTION OF PARENT GOVERNOR

PLEASE RETURN THIS FORM TO EITHER OF THE SCHOOLS NAMED BELOW  
by – **Tuesday 29<sup>th</sup> September 2021**

Name of the Governing Body: **KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL**

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Please enter IN BLOCK LETTERS the name and address of the **person being nominated** for election (he or she must be the parent/carer of a child registered at the schools named above)

Name \_\_\_\_\_

Address \_\_\_\_\_

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Signature of person nominated \_\_\_\_\_

Parent /Carer of \_\_\_\_\_ (Name of Child/ren)  
At KINGSNORTH SCHOOL

Signature of **proposer** \_\_\_\_\_

Name and address in BLOCK letters of proposer \_\_\_\_\_

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Parent/Carer of: \_\_\_\_\_ (Name of Child/ren)  
At KINGSNORTH SCHOOL

**PLEASE SUBMIT A SHORT SUPPORTING PERSONAL STATEMENT AS MENTIONED IN THE ORIGINAL LETTER  
THIS CAN BE SUBMITTED ON A SEPARATE SHEET OF PAPER IF YOU WISH**



