

31st October 2018

Dear Parents and Carers,

The Governing Board of the Federation of Daubeney, Sebright and Lauriston Primary Schools has two vacancies for elected parent governors. We are now seeking nominations from parents to fill these vacancies.

The role of a governor

Governors play a crucial role providing support and challenge to school leaders across all three schools within the Federation. Being a governor is a great way of getting to know the schools better as well as influencing the future direction of the Federation.

Our governors are all volunteers. We meet as Board four times a year and have five committees which also meet on a termly basis. Everyone is expected to attend regular meetings and make efforts to learn about the three schools. Our Governing Board has agreed a code of conduct which sets out how we expect to go about this work and this can be found on the school's website. Training and induction support will be made available for all new governors.

Who can stand as a parent governor?

Parents or carers of a child registered at any of the three schools within the Federation may stand and, if elected, become a parent governor. The Governing Board is particularly keen to receive nominations for these roles from parents with strong communications, change management, HR or finance skills.

Parents cannot however nominate themselves if they are:

- an elected member of the local council; or
- paid to work in the school for more than 500 hours in any twelve-month period.

If there are more candidates than vacancies, there will be an election by parents across the three schools. Although they can be elected, it is important to note that parent governors have the same status as all other governors and are not representatives of a particular group or constituency.

Please be aware that the regulations require that the successful candidates will need to undergo a criminal background check.

If you would like more information about the role please contact the Clerk to the Governing Board, Jill Cameron at msjmcameron@gmail.com.

The election process

If you wish to nominate yourself for one of these roles, please complete and return the attached nomination form **by 12 noon on Wednesday 14th November 2018**. **All of the nomination forms and details must be sent to either:**

Daubeney – Jatin Shamji jshamji@daubeney.hackney.sch.uk
Lauriston – Lorraine Groom lgroom@lauriston.hackney.sch.uk
Sebright – Denise Couldridge dcouldridge@sebright.hackney.sch.uk

If you want to submit a nomination you **must**:

- be a parent or guardian of a child currently on roll at one of the schools in the Federation;
- complete the nomination form and sign it, providing full details so we can contact you if we need to;
- include a personal statement no longer than 100 words should be provided (typed if possible) to be circulated to all parents if there is a need to go to ballot; and
- include a photograph of yourself that will be included in information circulated to parents.

In line with regulations, Mrs Thomas has been delegated responsibility for making the necessary arrangements for any election needed.

If this is the case then ballot papers will be sent to all parents along with the candidates' personal statements. We intend to allow voting between 29th November and 12th December 2018 and will then hold a count to which candidates will be invited.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Laurence Kavanagh', written in a cursive style.

Laurence Kavanagh
Chair of Governors

Timeline and process

31st October 2018	Nominations requested for two parent governor vacancies
14th November 2018 12 noon	Deadline for nominations with statements and photos to: Daubeney – Jatin Shamji jshamji@daubeney.hackney.sch.uk Lauriston – Lorraine Groom lgroom@lauriston.hackney.sch.uk Sebright – Denise Couldridge dcouldridge@sebright.hackney.sch.uk
19th November 2018	Candidate statements shared with parents by email, websites and board in playground.
26th November 2018	Ballot papers and candidate statements distributed by pupil post
29th November 2018 8am	Voting opens. Envelopes to be placed in sealed ballot box in your child's school office. Parent and carer participation recorded on electoral register.
12th December 2018 4pm	Voting closes
12th December 5pm	<p>Votes counted at Lauriston Primary School by :</p> <p>Mrs. Janice Thomas (Executive Headteacher) Mr. James Green (Head of School, Sebright School) Mr. Louis Harris (Head of School, Lauriston School) Mr. Greg Logan (Head of School, Daubeney Primary School) Lorraine Groom (admin team) Jatin Shamji (admin team)</p> <p>Laurence Kavanagh (Chair of Governors) Madeleine Davies (Governor) Corrine Ffinch (Governor)</p> <p>Candidates are also invited to attend the count.</p> <p>All candidates will be informed of the outcome when all votes have been counted.</p>
13th December 2018	Elected parent governors announced on websites, letter by email and text.

**FEDERATION OF DAUBENEY, SEBRIGHT AND LAURISTON
PRIMARY SCHOOLS**

PARENT GOVERNOR NOMINATION FORM (14/11/18, 12 noon deadline)

Candidate name:	
Address:	
e-mail address:	
Contact telephone number:	
Name and class of child:	
Personal statement (no more than 100 words):	<p>In this section, please outline a summary that captures:</p> <ul style="list-style-type: none">• your skills and experience, particularly where these match those sought by the Governing Board (i.e. communications, change management, HR or finance); and• how you will contribute to the work of the Governing Board.

I confirm that I am a parent or carer of a registered pupil at a school within the Federation and am not:

- An elected member of the local authority
- Paid to work in the school for more 500 hours in any consecutive 12-month period

Signed: _____ **Date:** _____