



Co-op Academy  
Brownhill

Dear Parent/Carer

## PARENT GOVERNOR ELECTION

I am writing to let you know that we have a parent governor vacancy on the Academy Governing Council (AGC) that we are seeking to fill for December 2023. On behalf of the Trust, I am acting as the 'returning officer' in the election process.

Parent governors are elected by the parents<sup>[1]</sup> of pupils at this school to serve a four year term of office and you may, if you wish, put yourself forward for election<sup>[2]</sup>, using the enclosed nomination form. Parents may self-nominate but if a parent wishes to nominate another parent, they should seek their approval before submitting the nomination. Please read the information given with this letter.

The timetable for the election is:-

1. Invitations to submit a nomination for a parent governor role issued on Friday 20th October 2023.
2. Nomination forms to be returned to me by 12.00 noon on Monday 13th November 2023
3. Ballot papers to be sent to all parents on Wednesday 15th November 2023. Voting will only take place if there are more nominations than vacancies.
4. Ballot papers to be returned to me by 12.00 noon on Wednesday 29th November.
5. The votes will be counted on Thursday 30th November after which the result will be announced.

Governors have an important and influential role to play in the life of our school and they, along with all other governors, are elected or appointed with the single common purpose – to govern the academy in the best interest of pupils.

I do hope you will be able to take this opportunity to play an active part in the school's life by becoming a candidate in this election process and by casting your vote when the time comes. If, in the meantime, you have any queries, please let me know.

Yours sincerely

Miss C Shanks  
Interim Head of School  
Returning Officer for Parent Governor Election



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## CANDIDATES PACK

We are seeking nominations from parents for 1 parent governor vacancy on the AGC.

This pack contains:

- Information about parent governors
- Information about the role of the AGC
- Information about support arrangements
- An outline of the election process
- A nomination form

## WHO ARE PARENT GOVERNORS?

All school AGCs have parent governors. They are elected by parents of children at the school. For a person to stand for election and to vote in a parent governor election he/she must either be the natural parent of a child registered at the school, or be a person with parental responsibility for, or having care of, such a child.

If there are insufficient eligible candidates for the vacancies at an election, the Trust can appoint a parent governor, but there are restrictions on who can be appointed.

Governors normally serve for four years. If a parent governor ceases to be the parent of a child registered at the school within the period for which they have been elected, he/she may continue to be a governor for the rest of his/her term of office.

## WHAT ARE PARENT GOVERNORS?

Parent governors have the same rights, responsibilities and duties as other governors.

Parent governors should play a full and active part in the AGC.

Parent governors, like other governors, do not have the power to act as individuals or as a group, unless specifically authorised to do so by the AGC.

Parent governors are not on the AGC simply to represent the interest of parents, or to be the only link with parents because all governors must have regard to these issues.



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## WHAT DO GOVERNORS DO?

The AGC, together with the Trust and Headteacher, set the aims and policies of the school. The Headteacher is responsible for the day to day management of the school. Together the AGC and Headteacher must ensure the school provides good quality education and helps to raise standards.

## WHAT DOES THE AGC DO?

The main duties and responsibilities of the AGC are:

### Relationships

- Building and maintaining close relations between the school, The Co-op Academies Trust, the Headteacher, staff, students and stakeholder groups to promote the effective operation of activities
- Working with partner organisations to ensure the effective delivery of services

### Strategy and Performance

- Ensuring improved outcomes in terms of student attainment and the rating awarded
- Establishing clear and challenging objectives around school improvement, curriculum development, behaviour, attendance and safeguarding to deliver the agreed plans and strategy for educational outcomes and regularly review performance against those objectives
- Ensuring the effective implementation of AGC decisions by the Headteacher and school leadership team
- Holding the Headteacher to account for the effective management of the school and delivery of the educational outcomes
- Ensuring the long term sustainability of the school

### Stewardship

- Upholding the values of The Co-op Academy Trust by example and ensuring that the values are reflected in AGC discussions and decisions and promoted throughout the school
- Ensuring that the school promotes equality and diversity for all its staff, young people and other stakeholders



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## HOW MUCH TIME WILL IT TAKE?

To be an effective member of the AGC, it takes time. You will need to prepare for and attend at least six AGC meetings per year. In addition, some governors take on other 'link' roles such as Special Educational Needs governor or Safeguarding governor or participate in working groups to oversee small projects, or particular areas of priority.

The amount of time you will need to give depends on how involved you become but the AGC cannot operate effectively with passengers. You must be prepared to take more than an interest.

## WHAT SUPPORT IS AVAILABLE?

The Co-op Academies Trust provides support services and training for governors.

All governors receive membership to the National Governors' Association (NGA) which provides:

- Weekly e-newsletter - during term time which keeps governors up-to-date with important government and education related news, including policy announcements, information on consultations, legislation, guidance and new research.
- Governing matters magazine - published six times a year, is essential reading for governors providing strategic leadership in schools and academies. each issue includes the latest news on changes in policy, advice and guidance.
- Free places at NGA member events and conferences
- Guidance centre - the information hub for governors - access to best practice resources including finance; staffing; Ofsted; curriculum; special educational needs; legislation, and school improvement.

Training and development opportunities are provided through face to face in-house training provided by the Trust staff, through on-line modular learning through NGA's Learning Link programme and arrangements made locally by AGCs.

If you require more information about being a governor speak to the Headteacher at your child's school or contact the Trust's Governance Team by emailing [wygovernance@coopacademies.co.uk](mailto:wygovernance@coopacademies.co.uk).



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## NOMINATION AND ELECTION PROCESS

Parents are asked to nominate themselves using the Parent Governor Nomination Form included in this pack and also available from the school office from Friday 20th October to 12.00 noon on Monday 13th November. The nomination form needs to be completed and submitted in the sealed box located in the school office in a sealed envelope for the attention of Miss Shanks. If you are unable to submit it at school, please send it for the attention of Miss Shanks to [brow-office@coopacademies.co.uk](mailto:brow-office@coopacademies.co.uk).

In the event that more parent nominations than vacancies are submitted, all parents will be asked to vote for their preferred candidate. Ballot papers will be issued to all parents on Wednesday 15th November. Parents will be asked to fill in the ballot paper and place it in the sealed box located in the school office no later than 12.00 noon on Wednesday 29th November. If they are unable to submit their ballot paper at school, they should send it for the attention of Miss Shanks to [brow-office@coopacademies.co.uk](mailto:brow-office@coopacademies.co.uk). A checking process will be in place to ensure that each parent only submits one ballot paper and votes for 1 candidate only. The names of the candidates standing for election will be on the ballot papers, along with their personal statements; no other names will appear on this paper.

The results of the election will be announced on Friday 1st December.



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## PARENT GOVERNOR NOMINATION FORM

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Signature of person nominated:

\_\_\_\_\_

Signature of proposer (if different to nominee):

\_\_\_\_\_

Name and address in BLOCK letters of proposer (if different to nominee):

\_\_\_\_\_

Personal Statement (maximum 250 words)



I wish to submit my nomination for the election of parent governor. I declare that the information I have supplied is accurate. If elected, I agree to:

- abide by the terms of the Code of Conduct which applies to AGC members
- commit to attending regular meetings of the AGC
- uphold the values of the Trust and the Academy

Signed: ..... (candidate)

Date: .....