

# MANOR

## CHURCH OF ENGLAND ACADEMY, YORK

Established 1812 • Principal: Mr Simon Barber, MA

27 September 2018

Dear Parents/Carers,

### **ELECTION OF PARENT LOCAL GOVERNORS**

I am writing to you to inform you about an election of parent local governors. The Local Governing Committee, when it is complete, comprises twelve local governors of which two will be elected by the parents. There are currently two parent local governor vacancies within school. Parent local governors will serve for four years, unless they resign during their term of office. They can continue in office, even when their children have left the school in order to complete their term.

The Local Governing Committee also comprises

- Foundation local governors (appointed by York Diocesan Board of Education [YDBE])
- Staff local governor (appointed by staff body)
- Trust-appointed local governors (appointed by the Board of Trustees, following recommendation from the Local Governing Committee)
- The Principal (*ex officio*)

#### What do Local Governors do?

Local governors have three central duties:

- I. setting the vision of the local school;
- II. holding the Headteacher/Principal to account;
- III. and ensuring the school's financial management is to the highest possible standard.

The Local Governing Committee serves as a sub-committee of the Hope Learning Trust York Board of Trustees, and their responsibilities are set out within the Trust's Scheme of Delegation. If required, the Board can either delegate more powers to the Local Governing Committee or withdraw powers in exceptional situations.

Local governors will be asked to sign an agreement that they will work in line with the vision and values of the Hope Learning Trust. Governors are not involved in the operational running of the school; the daily management of the school is the responsibility of the Principal.

All decisions are made as a group; governors are there as a corporate body responsible for the governance of the school and not to represent their own interests or the interest of others.

#### Do Parent Local Governors have special responsibilities?

No, parent local governors do not have extra duties. Local governors work as a team, with shared responsibilities. The parent local governors speak as parents: they cannot speak for all parents.

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**Hope Learning Trust York**

A member of the Hope Learning Trust, York  
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The Local Governing Committee has done a skills audit of its members and taken into consideration the skills of those governors whose term of office has come to an end. It would particularly like to attract nominations from parents with a background in finance, or mental health and well-being, or an understanding of the law and an understanding of data systems particularly school data. This does not however preclude parents without these skills from standing.

### How are Parent Local Governors appointed?

We take the term 'parent' to include anyone who has custody of a child registered at the school, as well as 'natural' parents.

If we receive more nominations than there are places to fill, there will be a secret ballot and I will send ballot forms (1 per parent irrespective of the number of children you have) and envelopes for their return to each home by hand of the children. The form explains how votes may be cast.

If the number of nominations we receive is the same as the number of places to be filled, then those people will be declared appointed. If there are fewer, they will be declared appointed and the Local Governing Committee will be responsible for filling any vacancies by inviting a parent of a child at the school to become a parent local governor.

Parent local governors must be people who have children at the school when they are elected. Applicants should also have a strong belief in continually improving the quality of education of children at school and have the time to commit to attend training and Local Governing Committee meetings. If you decide you wish to stand for election it is necessary to get two parents at the school to propose and second your nomination.

If you are not able to stand for election, you may know of someone who is and parents with children at the school can nominate another parent for election. You can obtain a nomination form from the school and, having signed it yourself and obtained the signatures of the seconder and of the person you are nominating, return the form to me by Friday 5 October 2018. You can nominate as many parents as there are seats to fill but you need a nomination form for each.

### Result of the Election

The names of those elected will be displayed at the school for 21 days and will be included in the next edition of the school newsletter.

Anyone having any query about the election is invited to contact the school.

Yours sincerely,



**Mr S Barber**  
**Principal**

**THE CLOSING DATE FOR NOMINATIONS IS FRIDAY 5 OCTOBER 2018**