



FAIRFIELD PRIMARY SCHOOL

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Date: 04/10/2019
Our reference: Parent Governor Election letter

Dear Parent

PARENT GOVERNOR ELECTION – Fairfield Primary School

I am writing to inform you of **two vacancies** on the school local governing board for two parent governors. Details of the process to fill the vacancy are attached.

PARENT GOVERNOR'S ROLE ON THE LOCAL GOVERNING BODY

I thought it may be helpful to set out what the role involves and the time commitment required.

As part of the Learning for Life Multi Academy Trust, the board of trustees (which includes Mr. Steele) has overall responsibility for running the school. The Trust has delegated to the local governing body the three core strategic functions of: Ensuring clarity of vision, ethos and strategic direction; holding the head teacher to account for the educational performance of the school and its pupils; and overseeing the financial performance of the school and making sure its money is well spent.

A parent governor is a governor elected by parents and they are subject to the same code of conduct as all other governors. A copy of the code is attached. Whilst any parent may apply, having the time to carry out the role is important. As a minimum, governors attend two formal board meetings each term (usually from 6pm – 8:30pm) with documents to consider before-hand. There is also a governor information evening each term and each governor is asked to conduct a monitoring visit during school hours once a term. To ensure skills are up to date and relevant, governors are asked to sit two online governor training courses each term. If it sounds like a lot of work, that's because it is: the governing body are ambitious for Fairfield children and are committed to supporting the school in achieving excellent results. If you become a parent governor, we have established a very supportive induction programme to help you learn the ropes.



We value diversity and welcome nominations from parents of all backgrounds. The main criteria are to be curious and determined to ensure all Fairfield pupils continue to receive the best possible education.

The process is below. If you would like an informal chat, please do not hesitate to contact me on chair@fairfieldprimary.co.uk.

Best of luck and I look forward to hearing from you!

Yours sincerely

Mrs. V. Bennett
Chair of Governors



THE PROCESS

THE NOMINATION OF PARENTS AS CANDIDATES

Each parent* of a pupil attending the school is to be given the opportunity of putting their name forward with a view to becoming a parent governor. If you want to submit a nomination on your behalf you should do so, in writing, to the Clerk of the Governing Board. Letters of nomination, enclosed, must be countersigned by two sponsors, who must also be parents of children currently attending the school. The closing date for the receipt of nominations by the school is **18th October 2019**. Please note that incomplete nominations will not be accepted.

In the event of there being no more than two nominations, the two nominated will automatically be elected, unopposed as parent governors.

THE ELECTION PROCEDURE

If the school receives more nominations than vacancies, an election by secret ballot will be held as soon as possible. Each parent of a child who at the time of the election is a pupil at the school will be entitled to vote.

In the event of an election, the clerk will issue all parents with further details concerning the way in which the ballot (which will be entirely secret and as fool proof as possible) is to be organised and supply the official ballot papers.

CANDIDATES' CONTRIBUTION TO THE ELECTION

Candidates will be given the opportunity to write a short statement, which will be circulated to all parents of the school. Should candidates wish to seek support in any other way, this will be entirely their own responsibility.

Following an election, parents will be told the name of the successful candidate.

TERM OF OFFICE OF PARENT GOVERNORS

An elected parent governor will hold office for a period of **four years**.

***DEFINITION OF "PARENT"**

See Section 576 of the Education Act 1996

As per the Learning for Life Trust's Terms of Reference, the definition of parent is 'Must be a parent of, or have parent responsibility for, a pupil at the academy at the time he/she is elected.'



Parent Governor Nomination Form

Name of Nominee:

Address of nominee:

Signature of nominee:

The above-named has a child at the school, is willing to serve if elected and is hereby nominated to stand for election.

Sponsored by (Name in capitals and address):

Signature of sponsor:

Sponsored by (Name in capitals and address):

Signature of sponsor:

Candidate's statement for inclusion on ballot paper (limited to one side of A4):

Completed nomination must be returned to the school by **Friday 18th October**.





Learning for Life Trust Fairfield Primary School Governor Code of Conduct



The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- setting the vision, values, and objectives for the school
- agreeing the school improvement strategy with priorities and targets
- meeting statutory duties

Ensuring accountability, by:

- monitoring progress towards targets
- performance managing the head teacher
- engaging with stakeholders
- contributing to school self-evaluation

Ensuring financial probity by:

- monitoring spending against the budget
- ensuring value for money is obtained
- ensuring risks to the organisation are managed

As individuals on the board we agree to the following:

Role & Responsibilities

- we understand the purpose of the board and the role of the head teacher
- we accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so
- we accept collective responsibility for all decisions made by the board or its delegated agents: this means that we will not speak against majority decisions outside the governing board meeting
- we have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer
- we will encourage open government and will act appropriately
- we will consider carefully how our decisions may affect the community and other schools
- we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school/group of schools: our actions within the school and the local community will reflect this
- in making or responding to criticism or complaints we will follow the procedures established by the governing board
- we will actively support and challenge the head teacher

Commitment

- we acknowledge that accepting office as a governor/trustee/academy committee member involves the commitment of significant amounts of time and energy



- we will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups
- we will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to
- we will get to know the school well and respond to opportunities to involve ourselves in school activities
- we will visit the school, with all visits arranged in advance with the head teacher and undertaken within the framework established by the governing board
- we will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training
- we accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website
- in the interests of transparency we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors (Edu base)

Relationships

- we will strive to work as a team in which constructive working relationships are actively promoted
- we will express views openly, courteously and respectfully in all our communications with other governors/trustees/academy committee members and the clerk to the governing board
- we will support the chair in their role of ensuring appropriate conduct both at meetings and at all times
- we are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved
- we will seek to develop effective working relationships with the head teacher, staff and parents, the trust, the local authority and other relevant agencies and the community

Confidentiality

- we will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- we will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a governing board meeting
- we will not reveal the details of any governing board vote

Conflicts of interest

- we will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school/trust's website
- we will also declare any conflict of loyalty at the start of any meeting should the situation arise
- we will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board

Breach of this code of conduct

- if we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways
- should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate



The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Adopted by the governing board of Fairfield Primary School

Signed by

Print name.....

Date.....





Fairfield Primary is part of the Learning for Life Trust Company Number 09690231