



Through God, We  
Love, Laugh and  
Learn.

# ST. MICHAEL'S CE (VC) FIRST SCHOOL

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**Headteacher:** Mrs J Wass BA (Hons) NPQH

1st March 2024

Dear Parents and Carers

I am writing to inform you that Mrs Jane Kracke's term of office has ended on the Governing Body in the role of Parent Governor. I would like to take this opportunity to thank her for all of her support during her term of office and the considerable amount of time and commitment that she gave to support the school in this role.

As a result, we currently now have two vacancies for Parent Governors to serve on the Governing Body of St Michael's CE (VC) First School. We are very keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to fill this place.

Parent Governors are elected by and from other parents and are vital to our Governing Body. They share equally with other Governors the responsibility for carrying out the Governing Body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor and we value the experience that all Governors bring to the role.

If you join our Governing Body, you will serve for a four year term and you can continue to the end of the four years even if your child/children leave the school. However, being a Governor does take up time. There are three Governing Body meetings each year, and Governors also usually serve on a sub-committee which meet once a term. You will need to set aside time to be able to be an effective Governor e.g. time to prepare for meetings, for visiting the school, undertaking training and updating.

To find out more about what being a Governor at this school is like, you can contact me via the school office on [office@st-michaels-stone.staffs.sch.uk](mailto:office@st-michaels-stone.staffs.sch.uk) and I will be very willing to answer any questions.

**The following information provides further details about being a school governor:**

## ***Who can be a Parent Governor?***

*All those who have parental responsibility and are over the age of 18 are eligible to stand for election. There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor and provide evidence of identity and address if required.*



### **How to nominate yourself**

*If you would like to put your name forward, your nomination must be supported by two parents of pupils currently at the school (not including anyone to whom you are closely related). Their signatures, names and addresses must be on the nomination form. You should use the space provided on the form to write a brief personal statement (100 words maximum) to support your nomination.*

*If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.*

*If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.*

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the attached sheet to school in a sealed envelope by 4pm on Thursday 21st March 2024 addressed to 'Chair of Governors'. If it is necessary for there to be an election, we will contact you to let you know about the arrangements.

Yours sincerely

Mr Alan Rees  
Chair of Governors

Mrs J Wass  
Headteacher



## PARENT GOVERNOR ELECTION: NOMINATION FORM

**This form should be returned to the Chair of Governors at St. Michael's CE (VC) First School by 4pm on Thursday 21st March 2024.**

I wish to serve as Parent Governor and to be a candidate if an election is necessary.

FULL NAME (TITLE, FORENAME & SURNAME) BLOCK CAPITALS PLEASE	ADDRESS	SIGNATURE AND DATE	NAME OF CHILD (with CLASS, YEAR GROUP)

These parents of children currently attending the school support my nomination.

FULL NAME (TITLE, FORENAME & SURNAME) BLOCK CAPITALS PLEASE	ADDRESS	SIGNATURE AND DATE	NAME OF CHILD (with CLASS, YEAR GROUP)

Please use this space for a brief (100 words maximum) personal statement to support your nomination. This statement, typed in a standard format, with your name, will be circulated to parents if there is a contested election.

