



Bassingbourn Village College

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Part of the Anglian Learning Trust

Limited by guarantee registered in

England and Wales with registered no : 07564749

Registered address: Lode Road, Cambridge CB25 9DL

Mr D Cooper
Principal

10th November 2017

Dear Parents,

Notice of election: Bassingbourn Village College School Election of Parent Governor

The Local Governing Body of Bassingbourn Village College has a vacancy for a parent governor, and we are writing to you to ask if you would be interested in filling this role.

Governors are responsible for providing strategic leadership and accountability in schools. They help to decide the priorities for improving the school and work in partnership with the headteacher, senior leadership team and other governors to raise standards and improve outcomes for all students. Our parent governors are very valuable members of the governing body and we rely on them to help us to keep in touch with what parents are thinking. They are on the governing body as representative parents; they are not delegates and other parents cannot mandate them on how they should vote.

Relevant skills and experiences for being a school governor include understanding and/or experience of governance and strategic planning, communication skills including being able to discuss sensitive issues tactfully, and ability to analyse and understand data. Governing bodies are entrusted with a great deal of information, some of which may be confidential; governors are therefore required to observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside school. Being a school governor also requires a time commitment that includes attending meetings and events inside and outside of school, and reading and commenting on documents outside of meetings. You will also be required to attend training courses and termly briefings outside of school. If you have time to commit to this role we would like you to consider becoming a parent governor.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more, or a parent who is an elected member of the local authority is not eligible to stand for election but they are permitted to vote. If insufficient parents stand for election the Local Governing Body can appoint nominated parents to the Local Governing Body.

The term of office for a parent governor is four years.

All nominations should be sent in to the school office by 24th November 2017. Hard copies of the self-nomination forms should be left at school reception in an envelope marked for the attention of Mrs Smith, Clerk to the Governing Body. Electronic copies may be emailed to ssmith@bassingbournvc.net with the subject heading "Nomination for Parent Governor Election". On the self-nomination form we require a brief statement from the candidate about themselves and an explanation why they would like to be a governor. If you would like extra hard copies of the nomination forms please contact the school office.

On 29th November 2017 we will inform parents about the details of the parent governor nominations. If an election is necessary we will send ballot forms home with the students with the names of the candidates and their details. Each parent will have one vote as there is one vacancy. The ballot is secret and ballot papers can be placed in the ballot box outside the school office. Alternatively you can send or post the ballot paper back using a double envelope system (the ballot paper should be sealed in an inner unmarked envelope, which is sealed in an outer envelope with the name of the voter printed on the back.). All votes must be returned by 3.30pm on 6th December 2017 when they will be counted. The outcome of the election will be announced at 12 noon on 7th December 2017 at the school. Candidates are invited to attend but are not required to do so.

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office. If you require a copy of this letter in a language other than English or in large print format please contact the school.

Anyone who is interested in becoming a parent governor is strongly encouraged to meet with the Principal of Bassingbourn Village College, Mr. Duncan Cooper, and the Chair of the Local Governing Body, Prof. Steve Morris, at school before the deadline for nominations has passed (24th November 2017) to discuss the role and responsibilities of being a parent governor and the commitment required of the role. Please contact Mrs Smith, Clerk to the Governing Body either by phone 01763 242344 or by email ssmith@bassingbournvc.net to arrange a meeting.

Yours faithfully,



Duncan Cooper
Principal



Steve Morris
Chair of Local Governing Body