



**CONNELL**

CO-OP COLLEGE

11<sup>th</sup> November 2020

Dear Parent/Carer

**PARENT GOVERNOR ELECTION**

I am writing to let you know that we have two parent governor vacancies on our governing body and that we are seeking two parent governors to be part of the governing body. 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 students at this college to serve a four year term of office. You may, if you wish, put yourself forward for election<sup>2</sup>, using the 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 11<sup>th</sup> November 2020.
2. Nomination forms to be returned to me by 12.00 noon on Wednesday 25<sup>th</sup> November 2020
3. Ballot papers to be sent to all parents on Thursday 26<sup>th</sup> November 2020. Voting will only take place if there are more nominations than vacancies.
4. Ballot papers to be returned to me by 12.00 noon Thursday 10<sup>th</sup> December 2020.

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<sup>1</sup> Parents of registered students at the college, and who is a parent at the time s/he is elected. “Parent” includes any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 19.

<sup>2</sup> A person is disqualified from standing for election or appointment as a parent governor if s/he is:

- An elected member of the local education authority; or
- Paid to work at the college for more than 500 hours in any consecutive 12 month period (at the time of the election or appointment); or
- Subject to any of the disqualifications under the Trust’s Articles of Association



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5. The votes will be counted on the 10<sup>th</sup> December 2020 after which the result will be announced.

Governors have an important and influential role to play in the life of our college. They, along with all other governors, are elected or appointed with the single common purpose – to govern the college in the best interest of students. I do hope you will be able to take this opportunity to play an active part in the college'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

**Jane Hopcroft**  
**Principal**  
**Returning Officer for Parent Governor Election**

## CANDIDATES PACK

We are seeking nominations from parents for two parent governor vacancies on the Governing Body.

This pack contains:

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

## WHO ARE PARENT GOVERNORS?

All governing bodies within the Trust have parent governors. They are elected by parents of students at the college. 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 student registered at the college, or be a person with parental responsibility for, or having care of, such a student.

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 governing body.

**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 governing body.

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

## WHAT DO GOVERNORS DO?

The governing body acts with the Trust and Principal to set the aims and policies of the college. The Principal is responsible for the day to day management of the college. Together the governing body and Principal must ensure the college provides good quality education and helps to raise standards.

## **WHAT DOES THE GOVERNING BODY DO?**

### **The main duties and responsibilities of the Governing Body are:**

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

### **Relationships**

- Building and maintaining close relations between the college, The Co-op Academies Trust, the Principal, 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 college 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 Governing Body decisions by the Principal and school leadership team.
- Holding the Principal to account for the effective management of the college and delivery of the educational outcomes.
- Ensuring the long term sustainability of the college.

### **Stewardship**

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

## **HOW MUCH TIME WILL IT TAKE?**

To be an effective member of the governing body team, it takes time. You will need to prepare for and attend at least three full governing body meetings per year. You

will also be involved in one or two committees dealing with finance and resources, and teaching and learning. These usually meet at least once a term. In addition some governors take on other roles such as Special Educational Needs governor.

The amount of time you will need to give depends on how involved you become but governing bodies 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's Education Directors and specialist education consultants, through on-line modular learning through NGA's Learning Link programme and arrangements made locally by governing bodies.

If you require more information about being a governor speak to the Principal at the college or contact the Trust's Governance Team by emailing [governance.administration@coopacademies.co.uk](mailto:governance.administration@coopacademies.co.uk).

## NOMINATION AND ELECTION PROCESS

Parents are asked to nominate themselves using the Parent Governor Nomination Form included in this pack. The nomination form needs to be completed and returned via email marked for the attention of Jane Hopcroft Principal/ Returning Officer to [conl-info@coopacademies.co.uk](mailto:conl-info@coopacademies.co.uk). If you would like a hard copy of this information posting to you please contact our reception on 0161 231 9200.

In the event that more parent nominations than vacancies are submitted, all parents will be asked to vote for their preferred two candidates for the two vacancies. Ballot papers will be issued to all parents on 26<sup>th</sup> November 2020. Parents will be asked to fill in the ballot paper and send it for the attention of Jane Hopcroft, Returning Officer to [conl-info@coopacademies.co.uk](mailto:conl-info@coopacademies.co.uk). A checking process will be in place to ensure that each parent only submits one ballot paper and votes for two candidates 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 10<sup>th</sup> December 2020.

## PARENT GOVERNOR NOMINATION FORM

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

Name:

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Address:

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Signature of person nominated:

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Signature of proposer (if different to nominee):

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

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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 Governing Body members
- commit to attending regular meetings of the Governing Body
- uphold the values of the Trust and the college

Signed: ..... (candidate)

Date: .....