



Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ  
Headteacher: Mr. James Pilgrim

21<sup>st</sup> September 2018

To: Parents/Carers of all Children  
Attending Kents Hill Park School

Dear Parent/Carer

## **LOCAL GOVERNING BODY-ELECTION OF PARENT GOVERNORS**

I am writing to inform you that we currently have two vacancies for elected parent governors on our local governing body. The role of a school governor encompasses many aspects of strategic management such as personnel, health and safety, financial management, monitoring and evaluation, curriculum matters, pastoral and pupil well-being, as well as performance management.

Below is the process which has to be undertaken in order to fill these vacancies. If you are considering applying for this role you may find it useful to meet with one of our governors, please contact the office if you would like to arrange this.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing body's work. Training will be provided. The local governing body is supported by sub committees which focus on particular areas of the school's work and responsibilities. It is hoped that parent governors joining the local governing body will be able to contribute to committee work too. The local governing body meets at least four times a year and committees a little more often. Local governing body meetings and sub-committee meetings are held early evening.

The election is for a period of four years and those eligible to stand must be parents or carers of pupils who are currently at this school. A parent whose child leaves the school during his/her term of office may continue as a parent governor for the full period, if s/he so wishes.

There are circumstances in which individuals are disqualified from becoming a Governor, including where an individual has been barred from working with children and vulnerable adults, bankruptcy and criminal conviction. Should you require further information on disqualification clauses, please contact the school at [office@kentshillpark.school](mailto:office@kentshillpark.school)

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than midday on Wednesday, 10<sup>th</sup> October 2018. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

[www.kentshillpark.school](http://www.kentshillpark.school)

Email: [office@kentshillpark.school](mailto:office@kentshillpark.school)

Telephone: 01908 545300



The logo features a stylized figure with two arms raised, composed of vertical lines in red, blue, green, and yellow, enclosed within a circular frame.

# Kents Hill Park School

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If there are only two parents nominated, they will be elected unopposed but if there are three or more candidates for the vacancy, a ballot will be held. If this is necessary, a further letter about the arrangements will be sent to you. All parents whose child/children attend this school will be entitled to vote in the ballot and voting will be on the basis of one vote per parent/carer.

If it proves impossible to fill these vacancies, the Board of the Kingsbridge Educational Trusts has the right to appoint governors in order to fill the required number of parent governor places on the governing body.

Yours sincerely

Mr M Taylor  
Chair of Governors

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