



# West Kirby Primary School

Anglesey Road, West Kirby  
Wirral, Merseyside CH48 5EQ  
Headteacher: Mrs K Takashima

Tel: 0151 625 5561

Fax/Tel: 0151 625 3129

Email: [schooloffice@westkirby-primary.wirral.sch.uk](mailto:schooloffice@westkirby-primary.wirral.sch.uk)

Website: [www.westkirbyprimaryschool.co.uk](http://www.westkirbyprimaryschool.co.uk)

Dear Parents

7<sup>th</sup> February 2018

## Nominations for Parent Governors

Parents play a very important role on our Governing Body and are a vital part of our team, helping the school to meet the needs of the children and the community we serve.

The Governing Body is composed of parents; staff; Local Authority and co-opted governors. All governors are equally valued for their contribution to the life of the school.

The term of office of all governors, except the Headteacher and co-opted governors, is four years but they can resign at any time. Parent governors may serve the full term of office even if their child has left the school. Training and support is available to all governors so parents should not feel that they do not have the necessary expertise or knowledge to carry out the role effectively.

There are three Full Governing Body meetings held each year. These take place in school in the evening and last approximately 2 hours.

Governors are appointed to committees such as Finance and Premises, Curriculum and Staffing. These committees meet termly in the evening and last approximately 2 hours.

It is important that the Parent Governor is able to make these commitments.

Parent governors are elected by all parents/carers of registered pupils in the school and it is now necessary to elect 2 parent governors to fill vacancies to commence next term. It is very important that parents stand for election to the Governing Body so that the views of parents are represented on it. Otherwise a parent may be appointed to serve who has no children in the school and who knows very little about the school and its local community.

We are looking for governors with any of the following backgrounds or experience: Financial, Legal, Premises, Links with local businesses, SEN, current education policy or a member of a board.

As a parent/carer of a child in our school you are entitled to stand as a candidate and to vote in an election. If you choose to offer yourself as a candidate to become a parent governor, you should complete the attached nomination form, including the details of a proposer and seconder, and return it to me no later than **4.00 p.m. on Friday 16<sup>th</sup> February 2018**. Should two parents living in the same household wish to make separate nominations, a further form can be obtained from the school.

If there are more nominations than vacancies on the Governing Body it will be necessary to hold an election. For this purpose nominees are invited to prepare a short statement, in not more than 250 words, on their background and interests which will be made available to everyone eligible to vote.

If you would like further advice you could speak to the present parent governors or the Headteacher. For information I have also attached a list of disqualifications from governorship.

Thank you for giving some thought to supporting our school as a Parent Governor.

Yours sincerely

Mrs K Takashima  
Headteacher  
Enc.

