

**Head of School:** Victoria Clough

Co-op Academy Southfield  
Haycliffe Lane, BD5 9ET

Tel: 01274 779662



Co-op Academy  
Southfield

16th April 2024

Dear Parent/Carer

## PARENT GOVERNOR ELECTION

I am writing to let you know that we have two parent governor vacancies on the local governing body, and that we are seeking to elect two new parent governors. 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 pupils at this school 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 16th April 2024
2. Nomination forms to be returned to me by 12.00 noon on 1st May 2024
3. Ballot papers to be sent to parents on 2nd May 2024. Voting will only take place if there are more nominations than vacancies.
4. Ballot papers to be returned to me by 12.00 noon 17th May 2024. It may be possible to vote online. If this is the case, we will advise you when sending out ballot papers.
5. The votes will be counted on the 20th May 2024 after which the result will be announced.

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<sup>1</sup> Parents of registered pupils at the school, 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 school 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

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

Victoria Clough  
Head of School  
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 school governing bodies have parent governors. They are elected by parents of children at the school. 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 child registered at the school, or be a person with parental responsibility for, or having care of, such a child.

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?

All academy and maintained schools have a governing body which together with the Trust and headteacher set the aims and policies of the school. The headteacher is responsible for the day to day management of the school. Together the governing body and headteacher must ensure the school 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 school
- Ensuring that the school promotes equality and diversity for all its staff, young people and other stakeholders.

### **Relationships**

- Building and maintaining close relations between the school, The Co-op Academies Trust, the principal/headteacher, 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 school 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 headteacher and school leadership team
- Holding the headteacher to account for the effective management of the school and delivery of the educational outcomes
- Ensuring the long-term sustainability of the school

### **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 school
- Ensuring that the school 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 resources, teaching and learning, or pastoral and curriculum. 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 headteacher at your child's school or contact the Trust's Governance Team by emailing [westyorkshirehub@coopacademies.co.uk](mailto:westyorkshirehub@coopacademies.co.uk) or calling 01274 905367.

## **NOMINATION AND ELECTION PROCESS**

Parents are asked to nominate themselves using the Parent Governor Nomination Form included in this pack, from 16th April 2024 to 12.00 noon on 1st May 2024. The nomination form needs to be completed and returned to school in a sealed envelope for the attention of Victoria Clough/Returning Officer. If you are unable to submit it at school, please send it for the attention of Victoria Clough, Head of School/Returning Officer to Co-op Academy Southfield, Haycliffe Lane, Bradford, BD5 9ET. Alternatively, you may prefer to send a nomination by email, containing the same information as is on the form to [joscelin.davidson@coopacademies.co.uk](mailto:joscelin.davidson@coopacademies.co.uk)

In the event that more parent nominations than vacancies are submitted, all parents will be asked to vote for their preferred candidate for the vacancy. Ballot papers will be issued to all parents on 2nd May 2024. Parents will be asked to fill in the ballot paper and return it to school no later than 12.00 noon on 17th May 2024. If they are unable to submit their ballot paper at school, they should send it for the attention of Victoria Clough/Returning Officer. If you are unable to submit it at school, please send it for the attention of Victoria Clough, Head of School/Returning Officer to Co-op Academy Southfield, Haycliffe Lane, Bradford, BD5 9ET. A checking process will be in place to ensure that each parent only submits one ballot paper and votes for 1 candidate 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. It may be possible to vote online. If this is the case, we will advise you when sending out ballot papers.

The results of the election will be announced on 20th May 2024.