



Liverpool College

15th September 2021

Dear Parent,

ELECTION OF PARENT GOVERNORS: NOMINATIONS

The current parent governors have completed their four-year terms of office and we would like to thank Tara Hallam and Owen Barden for their valuable contribution to the governance of the College. We now need to hold elections for **2** parent governors to join the governing body.

We are very keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to fill these places. Details of what you will need to do to be nominated are given on the attached/enclosed letter.

Parent governors are elected by other parents and are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor. We aim to have a Board of Governors from different backgrounds and settings who will bring a diverse range of skills and experiences which will have a positive impact on setting the strategic direction for Liverpool College.

If you join our governing body, you will serve for a four-year term and you can continue to the end of the four years even if your child/children leave the school. Being a governor does take up time. There are usually **4** governing body meetings each year normally at 6pm on a Monday evening. Governors are also asked to serve on at least one committee, which will meet once a term. You will need to set aside time to be able to be an effective governor. Please read the enclosed leaflet explaining more about the role of a Parent Governor.

To find out more about what being a governor at this school is like, you can contact me via the Clerk to the Governors (sloveridge@liverpoolcollege.org.uk) and I will be very willing to answer any questions. If you do not have access to email please contact Sally Loveridge on 0151 724 4000 ext 3228 and alternative arrangements can be made.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, a copy of which is attached to this letter. Please complete the form and return it to Mrs Sally Loveridge, Clerk to the Governors (at the College address) by **4 pm on 30 September 2021**. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely,

Monica Mason
Chairman of Governors

What is a Governors' role?

The role of the governing body should have strong focus on three core strategic functions.

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Principal to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

The governors carry out these roles through various committees and visits to the school. This enables them to understand the wealth of data on the school's education and financial performance, ask appropriate questions, build good relationships with staff and contribute to self-evaluation processes.

Who can be a parent governor?

All those who have parental responsibility, and are over the age of 18, with a child currently registered in years Reception – Year 13 at this school are eligible to stand for election. Parents who work at the school can stand for election provided that they work for less than 500 hours per year.

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor and provide evidence of identity and address if required.

It is important that appropriate checks are made on anybody who will be working in a school to prevent unsuitable people from gaining access to children. Accordingly, new governors must agree to provide proof of identity and undergo a check in line with current advice issued by the Department for Education.

How to nominate yourself

If you would like to put your name forward, your nomination must be supported by two parents of pupils currently at the school (not including anyone to whom you are closely related). Their signatures, names and addresses must be on the nomination form.

You should use the space provided on the form to write a brief personal statement (100 words maximum) to support your nomination.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed. If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

Timetable for the Election of Parent Governors at Liverpool College

Date	Stage in Procedure
30 September 2021 by 4 pm	Nominations to be received at the school marked " <i>For the attention of the Clerk to the Governors</i> "
4 October 2021	Ballot papers will be sent to all parents if an election is necessary (only if the number of nominations is greater than the number of vacancies)
12 October 2021 by 4 pm	Last date for votes to be received
13 October 2021	Votes will be counted and announcement made