



Manor Community College

a DCSF designated Specialist Creative and Performing Arts College
Principal Ben Slade BA (Hons) Ed, NPQH

Arbury Road, Cambridge, CB4 2JF
Tel: 01223 508742, Fax: 01223 508747
Email: office@manorcc.org.uk

5th May 2009

To All Parent/Carers

Dear Parent/Carer,

School Election of Parent Governors

The governing body of Manor Community College has four parent governor vacancies. We are writing to you to ask if you would be interested in becoming a school governor.

Governors are responsible for the strategic planning and finance. They help to appoint our staff and to build good relationships between the school, parents and our local community. Our parent governors are very valuable members of the governing body and we rely on them to help us to keep in touch with what parents are thinking. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice and training are available from various sources. If you are interested in the education of your child and the way the school makes decisions and have some time to commit to this role we would like you to consider becoming a parent governor. If you would like more information please contact the school and we can put you in touch with a member of our governing body for an informal chat.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election, can nominate someone for election and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election but they are permitted to nominate and vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is four years.

All nominations should be sent in to the school office by 20th May 2009. You will need a proposer and a seconder. Every nomination must be countersigned by the candidate stating they are willing to stand. We also need a few words about the candidate and why they would like to be a governor. If you would like extra copies of the nomination forms please contact the school office.

On 2nd June 2009 we will inform parents about the details of parent governor nominations. If an election is necessary we will send ballot forms home with the children with the names of

Deputy Principal: Jane Davies
Chair of Governors: Phillip Ward
PA to the Principal: Lucy Crebo
Bursar: John Moloney

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the candidates and their details. Each parent will have four votes as there are four vacancies. The ballot is secret and you can send or post the ballot paper back in a sealed envelope.

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office or the website.

Yours sincerely,

Ben Slade
Principal

Phil Ward
Chair of Governors

Deputy Principal: Jane Davies
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PA to the Principal: Lucy Crebo
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NOMINATION FORM

Election for a parent governor – Manor Community College

Name:

Address:

Child(ren) in Year(s):

Why I would like to be a parent governor: (please provide a brief statement of no more than 200 words continuing on a separate sheet if necessary)

Name of Proposer:	
Signature:	

Name of Seconder:	
Signature:	

I am willing and eligible to stand for election as a parent governor at Manor Community College.

Name of Candidate:	
Signature:	

Date:	
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