



**Sandringham School**

'Everybody can be Somebody'

Headteacher: **Alan Gray, M.Sc., F.R.S.A.**

Deputy Headteacher: **Caroline Creaby, BA, M.Ed., Ed.D., F.R.S.A.**

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Letter No: 141/2019/ALG/LED

25<sup>th</sup> January 2019

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Dear Parent/Carer,

## ELECTION OF PARENT GOVERNOR

Due to the expiration of the term of office of one of our parent governors on the local governing board the school is holding an election for a parent governor. This is a wonderful opportunity for someone to join the school's local governing board and help shape the future of Sandringham. There is a national campaign to increase the diversity of governing boards <https://www.nga.org.uk/About-Us/Campaigning/Everyone-on-Board.aspx> We believe that a diverse board will help to make Sandringham School successful for everyone. We would therefore like to particularly encourage people of Black, Asian and minority ethnic origin and those under 45 years of age to consider putting themselves forward as they are currently under-represented within the governing board.

Please be aware that regulations require everyone elected or appointed to a governing board to undergo a pre-appointment check which includes a criminal background check. This is to comply with statutory safeguarding procedures. If you are elected and you subsequently decline to undergo such a check, you will disqualify yourself.

Governors are expected to attend three Full Local Governing Board meetings each academic year. These are usually held on Tuesday or Thursday evenings with refreshments at 5.30pm and the meeting running from 6.00pm to 8.00pm at latest. In addition, Governors are also expected to serve on one or more of three committees: Curriculum, Achievement and Well-being (which deals with all areas concerning the delivery of education in the school), Human Resources (which deals with the employment of teaching and non-teaching staff), and Resources (which deals with finance and campus development). These groups meet once during the first half of each term on either Mondays, Tuesdays or Wednesdays between 5.30pm – 6.30pm. Governors are also expected to attend relevant training sessions from time to time and to take a lead role on at least one specific area of work.

Sandringham School is part of the Alban Academies Trust and requires a high level of support from its local governing board and I would hope that the parent who is elected will be prepared to give some considerable time to fulfilling their office – in the order of 8-10 hours a month.

The term of office for a parent governor is four years. If you are elected you may serve the full term of office even if your child leaves the school before your term of office finishes.

Only parents of children registered at the school are entitled to stand or vote in the election. A parent who is paid to work at the school for more than 500 hours in a school year may **not stand** for election.



In most cases it will be obvious whether you are a parent. For the purpose of the election of a parent governor, a parent is:

- someone who has parental responsibility **or**
- someone who looks after the child on a day-to-day basis (but does not have “parental responsibility”).

A) a person has ‘parental responsibility’ if:-

- she is the child’s natural mother; **or**
- he is the child’s natural father and
- **either** was married to the mother on the day of the child’s birth or subsequently **or** has entered into a legal parental responsibility agreement with the mother
- **or** has been granted a residence order from the court directing the child will live with him
- **or** registered or re-registered the child's birth after 1 December 2003

B) or the child lives with that person as the result of a court order.

If you have any questions about whether you are eligible to stand or vote in the election or would like to receive a role description and a copy of the nomination form, please contact my P.A./Clerk to the Local Governing Board, Lesley Dunkley ([lesley.dunkley@sandringham.herts.sch.uk](mailto:lesley.dunkley@sandringham.herts.sch.uk)) or the Chair of Governors Anna Cox ([anna.cox@sandringham.herts.sch.uk](mailto:anna.cox@sandringham.herts.sch.uk)) by 8<sup>th</sup> February, 2019.

When completing the nomination form, please give brief details about yourself (**not more than 80 words**) on the form. You will need to ask another parent of a student at the school to sign the nomination form prior to submitting the same. If an election is needed these details will be copied and sent to all parents with the ballot papers. **Please note that the 80 words limit will be strictly enforced. Any statement with more than 80 words will be returned to the candidate for amendment.** Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote since there is one vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

Yours sincerely



**Alan Gray**  
Headteacher



Artsmark  
Platinum Award  
Awarded by Arts  
Council England

