



Discovery Drive Kings Hill West Malling Kent ME19 4GJ

T: 01732 847000

Headteacher - Miss Tina Gobell

Deputy Headteacher - Miss Jenny Baker

E - office@discovery.kent.sch.uk

Website - www.discovery.kent.sch.uk

22nd April 2025

Dear Parents and Carers,

Election of two Parent Governors

I am writing to invite you to consider standing for election as a parent governor for this school; we currently have two parent governor vacancies.

Every Local Authority maintained school has a governing body, which includes a number of categories of governors, including parent governors. Parent governors are elected to serve for a period of four years, though they may resign at any time.

Together with the headteacher, the governing body has overall responsibility for the running of the school; amongst many duties governors are involved in deciding school policies, allocating the school's budget and appointing senior staff.

The governing body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent. (Governance Handbook)

However, governors do not get involved with the operational running of the school or with the teaching of classes.

No special qualifications are needed, the most important thing is to have a keen interest in the School and be prepared to give time to play an active part in the governing body's work. In order to support governors in their work, full training is provided at no cost to the individual.

In our school, we have four parent governors who serve for a term of office of four years. The full governing body normally meets 6 times a year usually on a Monday at 6.30 pm and these are a mixture of virtual and face to face meetings. Governors are required to have a DBS check completed upon appointment.

At this moment in time, we are ideally looking for any parent with the following skills, or a parent who would be prepared to be developed in this/these areas;

- Finance
- Human Resources
- Business





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If you would like to stand for election, please complete the attached form and return it in a sealed envelope, marked Governor Election, to the school office by **Tuesday 6th May 2025**.

You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement should include your reasons for wanting to be a parent governor, your skills and the contribution you believe you could make to the governing body.

If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be elected as parent governors, subject to a satisfactory DBS check; if there are more nominations than vacancies, a ballot (vote) will be held, and copies of the personal statements will be sent to all parents; 10 school days will be allowed for the return of ballot papers.

Each eligible parent will have one vote for each vacancy, irrespective of the number of children they have at the school. The ballot paper will be distributed to each eligible parent. Ballot papers must be returned to the school office in an envelope clearly marked with:

- 'Parent Governor Election'
- the name and address of the voter
- the name(s) of the voter's child(ren)
- the voter's signature across the seal

If you require an envelope for this purpose, please request this from the school office:

office@discovery.kent.sch.uk

I do hope you will consider standing as a governor or perhaps nominating another parent/carer (please ensure they are aware of your intentions and that you obtain their signature on the nomination form).

If you would like more information about being a school governor, please do not hesitate to contact Mrs Julie Roe, Governance Professional to The Discovery School at, cgovernors@discovery.kent.sch.uk.

Yours sincerely

Miss T Gobell

Headteacher/Returning Officer

Encs.

