



Drake Primary School and Little Pirates



We unlock opportunity and inspire everyone.

Friday 22nd September 2023

Dear Parent or Guardian

Forthcoming Election of Parent Governors at Halcyon Federation

I am writing to inform you that 2 vacancies exist on our governing board for a parent governor and we are seeking nominations of parents interested in taking up this role.

The governing board with the executive headteacher has overall responsibility for the running of the federation. The three core functions for all boards are;

- 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.

You do not need any specific qualifications to be a governor. The most important thing is that you are interested in the success of the federation and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board has a range of skills and we would welcome nominations from parents with knowledge and experience of:

- Human Resource Management
- Culture and the Arts Project Management
- Special Educational Needs
- Play and the Early Years
- Education
- Financial Management
- Health and Safety
- Local/Regional/National Government
- Voluntary Sector
- Public Service
- Legal
- Business

Executive Headteacher: Louise McLeod

Drake Primary School and Little Pirates – Fairfield, Thetford, Norfolk, IP241JW Tel: (01842) 762055
office@drake.norfolk.sch.uk www.drake.norfolk.sch.uk

Training and support will be available to help you develop into the role. This will include in-house mentoring and access to external governor training.

Parent governors are elected by the parents or guardians of children attending the schools in the federation.

All parents or guardians of children attending one of schools in the federation are entitled to propose or second candidates and vote. Ensure you get permission from the candidate if you wish to nominate them.

Nomination papers for this purpose can be obtained at the school from the school office by emailing office@drake.norfolk.sch.uk

The completed nomination papers must be returned to the above school by:

Monday 2nd October 2023 by 0900

You should be aware that successful candidates will be required to :

- Undergo a disclosure and Barring Service (DBS) check and Section 128 check
- Sign a governors' Code of Conduct
- Provide details of relevant business and financial interests
- Agree to the publication of some details on the school website and on the [Get information about schools service](#)

If the number of nominations received are equal to, or less than, the number of vacancies there will be no need to hold a ballot.

If a ballot is necessary, you will be contacted again with details of how to vote and information about the candidates standing for election.

More information is given in the notes overleaf and you are advised to read them carefully before taking part in the election.

Thank you for your interest, and involvement in this important process. If you would like to know more about the role of a governor or regarding this election, please contact the school office to arrange a meeting and tour of the school.

Yours sincerely,

Louise McLeod
Executive Headteacher

Parent notes –

Return your completed nomination form with;

- A signed copy of the disqualification declaration form to indicate eligibility to stand for election
- A signed copy of the governor details form
- A completed statement in support of your application (*in the event of a ballot, this statement will be shared with parents and carers eligible to vote*)

All completed and signed forms must be returned to the Headteacher by Monday 2nd October 2023 by 0900

If you are using a paper form, please place in a sealed envelope marked “Confidential – Parent Governor nomination”.

If you are emailing your form back, please send it to office@drake.norfolk.sch.uk with “Confidential – Parent Governor nomination” in the subject line.