



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

Friday 10th September 2021

Dear Parent and Carers,

Election of Parent Governors

I am delighted to be writing to you all, as we have now have opportunities to appoint new Parent Governors at The Discovery School. We currently have 2 Parent Governor vacancies and look forward to welcoming new members to our passionate and dedicated governing team.

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 4 years, though they may resign at any time.

Together with the Head Teacher, 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 3 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.

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. We want people who are passionate in supporting the school's vision of 'Being the Best You Can Be' and value applications from all members of our school community. In order to support Governors in their work, full training is provided at no cost to the individual and all new Governors will be mentored by either the Chair or Vice Chair of Governors.

In our school, we have 4 Parent Governors who serve for a term of office of 4 years. The full Governing Body normally meets 6 times per year, usually at 6.00pm. To ensure that we are flexible in our approach, meetings are also held virtually.

In addition, there may be Committee meetings held each term and monitoring visits, whereby governors engage with pupils and staff. Governors are required to have a DBS check completed upon appointment.



2020-2023





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As a Governing Body, we evaluate our skills and experiences regularly. 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: Human Resources, Health and Safety.

If you would like to stand for election, please complete the attached form and return it to the School Office within 10 school days, i.e., **by Friday 17th September 2021**.

You may wish to propose another parent. 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 could include biographical information, 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. Each ballot paper will be stamped or endorsed for security. Ballot papers would need to be returned in an unmarked 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

Should you require one, envelopes will be available to collect from the front of the School from Monday 13th September.

I do hope you will consider standing as a Governor, or perhaps nominating another parent/carers (please ensure they are aware of your intentions; you should also obtain their signature on the nomination form).



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If you would like more information about being a School Governor, please contact a member of our Governing Body or myself for more information via the Clerk, Mrs Julie Roe.

(cgovernors@discovery.kent.sch.uk)

If you are interested in the role of Parent Governor, the Chair of Governors has also organised a coffee morning for Friday 17th September 9.00am-10.30am at the Cricket Club Pavilion near to the School. Any parent wishing to find out more is welcome to drop in for an informal chat.

Kind regards,

Miss Tina Gobell

Head Teacher



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