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**INFORMATION  
VACANCY – PARENT LOCAL GOVERNOR  
LOCAL GOVERNING BODY**

We have a vacancy on our Local Governing Body for a new Parent Local Governor.

Parents and carers are invited to nominate and elect a new Parent Local Governor to join Heartlands High School Local Governing Body. An elected Parent Local Governor must be a parent or a person who has parental responsibilities of a child registered as a student at Heartlands High School.

Our vision at Heartlands is for all our students to develop a commitment to learning. We teach our students that effort is essential, achievement will carry them forward, active citizenship matters and that none of this can be achieved without the highest of aspirations.

The role of a Parent Local Governor is an exciting and important opportunity to take an active role in the governance of the school; enabling our vision to become a reality through ensuring high standards of achievement for all, contributing to strategic discussions and holding school leaders to account by monitoring school performance and ensuring money is well spent.

**What will the role entail?**

The role of the Local Governing Body includes:

• carrying forward Heartlands Community Trust’s vision

• ensuring that the standards of achievement within the school are high

• monitoring and evaluating the work of the school in relation to student performance, student behaviour, staff performance, self-evaluation and improvement, community cohesion, budget and financial performance

• acting as a critical friend to the school, the Executive Head Teacher and Head Teacher

• assisting with and reviewing the implementation of certain school policies such as student admissions and behaviour

• participating in panel meetings or committees in order to consider certain student exclusions and staff disciplinary matters

No set skills or experience is required but you should feel confident to participate in discussions on the breadth of the school’s business providing constructive and supportive challenge to the Executive Head and Head Teacher, acting as a ‘critical friend’; be committed to attending meetings and training and acting in the best interests of the school at all times.

The role is voluntary, all reasonable expenses in accordance with the Trustees and Governors Expenses Policy, including travel and childcare may be reimbursed.

The term of office is for three years, subject to the post-holder remaining eligible for the role.

The role will require attendance of at least 6 x two hour meetings per year, held in the evenings (at 6.00 pm) at the school; a commitment/willingness to attend any other ad-hoc meetings and to participate in governance training and development as required. Local Governing Body meetings are generally held on a Tuesday or a Wednesday evening.

**Am I eligible to stand for election?**

You must be a parent or a person with parental responsibilities of a student registered at Heartlands High School on the day that nominations close. In addition, parents/carers who are employed in the school for more than 500 hours per academic year are not eligible to stand in these elections.

In certain circumstances a person may not take on the role of a Parent Local Governor within the Local Governing Body as there are certain disqualification criteria which apply. Further details of the criteria are attached. You must read this before agreeing to be nominated and must also sign the nomination form to confirm you are eligible for election. Parent Local Governors are subject to DBS checks.

**How do I stand for election?**

If you would like to stand for election or nominate another parent, please complete the enclosed nomination form. Nominees are also invited to provide a personal statement (no more than 300 words) to support their nomination which could include some background information about themselves, an outline of what they could bring to the role and why they are interested in being elected as a Parent Local Governor. This needs to be sent with the nomination form as in the event of an election, this will be circulated with the ballot papers as part of the election process.

Self-nominations will be accepted. If you are nominating another parent or carer, please ensure that you have secured their consent to do so and you have both signed the forms. If the forms have not been signed they will be returned to you to do so.

Please return signed, completed nomination forms and personal statements to the school office, in a sealed envelope marked for the attention of: Jo Millard, Clerk to the Governing Body. Please also email notice of your submission and attach an electronic copy of your personal statement to: [jo.millard@heartlands.haringey.sch.uk](mailto:jo.millard@heartlands.haringey.sch.uk)

**Closing date for nominations is 9.00 am on Monday 26 June 2017.**

**What happens next?**

After the closing date, if there is more than one nomination, an election will be held via a secret ballot and further details will be sent out to all parents.

* The outcome of the election will be decided by a simple majority vote system
* In the event of a tie, there will be a re-count
* If this does not produce a clear result, the Returning Officer will in the presence of witnesses draw lots

In the event of only one nomination being received, an election will not be necessary and the one nominee will therefore be appointed as a Parent Local Governor.

**How do I find out more?**

More information about the role, responsibilities and membership of the Local Governing Body as well as more general information about governance at Heartlands is available on the [website](http://heartlands.haringey.sch.uk/category/latest-news/).

If you would like any further information about the role of the Local Governing Board please contact:

Jo Millard, Clerk to the Governors  
Email: [jo.millard@heartlands.haringey.sch.uk](mailto:jo.millard@heartlands.haringey.sch.uk)