

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment

Headteacher: Mr P Mandelstam

4 September 2025

Dear Parents,

Election of Parent Governors

In our school we have provision for 2 parent governors and there are currently 2 vacancies. I am, therefore, writing to invite parents who may wish to stand for election as a parent governor or to nominate another parent to do so.

The Governing Board, with the Headteacher, have overall responsibility for the running of the School.

Governing boards have three core strategic functions:

- ❖ Ensuring clarity of vision, ethos and strategic direction;
- ❖ Holding the School to account for its educational performance;
- ❖ Overseeing the financial performance of the School and making sure its money is well spent.

The role of governor can be demanding but very rewarding. Parent governors serve a 2-year term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include:

- ❖ attending meetings of the Governing Board, and contributing to governing board business;
- ❖ reading reports and papers and keeping up to date on the progress the School is making;
- ❖ attending relevant CPD and training, both online and in person; and
- ❖ visiting the School, by arrangement with the Headteacher, from time to time during the School day.

Please note that all our Governing Board meetings currently take place during the School day, usually in a morning, with approximately 12 meetings across an academic year, therefore any parent elected must be available to attend relevant meetings at these times.

A calendar of dates is published in the Summer Term for the following academic year, to help with planning ahead.

ALDER COPPICE PRIMARY SCHOOL

Northway ~ Sedgley ~ Dudley ~ West Midlands ~ DY3 3PS

☎: 01384 816610

✉: admin@alder.dudley.sch.uk

Website: www.alder.dudley.sch.uk

You will be required to sign a governors' Code of Conduct, and to have:

- ❖ a strong commitment to the role and improving outcomes for children;
- ❖ the inquisitiveness to question and analyse;
- ❖ the willingness to learn;
- ❖ good inter-personal skills;
- ❖ appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements); and
- ❖ sufficient numeracy skills to understand basic data.

Confidentiality is a crucial part of the role, as well as understanding that this is about a strategic role. The day-to-day operational management of the School is the responsibility of the Headteacher and Senior Leadership Team, governors do not have any part in this but have a strategic oversight role and individual governors must abide by collective responsibility.

No special qualifications are needed, but a willingness to learn is essential. Please note that a DBS check is a statutory requirement and must be applied for within 21 days of election/appointment. The most important thing is to have a keen interest in the School and be prepared to play an active part in the Governing Board's work. However, we would particularly welcome nominations from parents with the following skills: business and enterprise, personnel and legal. Training is available for all governors and this Governing Board has an expectation that those new to being a governor must attend induction training.

Parents/carers who have paid employment in the School for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the School on the day that nominations close.

Please note that those fulfilling the role of governor do so as volunteers.

If you are interested in standing for election we have arranged a Governor Awareness meeting, which will be a briefing and information session, and held in school on **Thursday 11 September at 2pm – 2.50pm**. This will be an opportunity to hear about the role of the parent governor and what it involves and to hear from myself and the Chair of Governors. There will also be an opportunity to ask questions and seek clarification about the role.

It is not a requirement for parents to attend the Awareness Session in order to make a nomination, but we think it will be useful and an important way for parents to understand the role, responsibility and requirements of being a governor.

Following this meeting we will publish the Nomination Form on **Friday 12 September**, which will be sent to all parents, so that any parents who wish to self-nominate or nominate another parent may complete it. This will need to be returned to the School no later than 10am **Friday 19 September 2025**.

You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their prior consent. If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

We must stress that statutory guidance advises that the Governing Board publishes online, for each governor, certain information including their full name, relevant business interests, whether a governor serves on another governing board and relationships with staff in the School. There is a statutory requirement for all governors to have a DBS check and you would be required to abide by and sign a Code of Conduct.

If you are interested in attending the Information Session on **Thursday 11 September** at 2pm please email admin@alder.dudley.sch.uk by 4pm Tuesday 9 September. You will receive a confirmation email and attendance will be by prior arrangement only and is only open to parents of children currently in the School.

Yours sincerely,

Peter Mandelstam

Peter Mandelstam
Headteacher