



**Riverside Meadows
Academy**

Almond Road Barton Road
St Neots Wisbech
Cambs PE13 4TG
PE19 1DZ

15th February 2024

**Co-Head Teachers: Andrew Armstrong
Chris Carey**

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www.riversidemeadows.cambs.sch.uk*

Dear Parent/Carer

Riverside Meadows Academy – School Election of Parent Governors

The Academy Advisory Group of Riverside Meadows Academy has one parent governor vacancy and we are writing to you to ask if you would be interested in becoming a school governor.

The term of office for a parent governor is two years and our current tenure is also due for renewal in April 2024.

Governors are responsible for ensuring the strategic direction of the school, its performance and the use of resources to support learning. They help to ensure that our school provides the best education it can for children, parents and our local community. Our parent governors are very valuable members of the Advisory Group and we rely on them to help us to give a parent's view. They are on the Advisory Group as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice and training are available from various sources. If you are interested in being part of the team and have time to commit to this role we would like you to consider becoming a parent governor. If you would like more information please contact the school.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority (County Councillor) is not eligible to stand for election but they are permitted to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body.

All nominations should be sent in to the school office **by 12 noon on Thursday 29th February 2024**. We also need candidates to provide a written statement of not more than 200 words outlining why they would like to be a governor, and what knowledge/skills/experience they can bring to the governing body. If you would like extra copies of the nomination forms please contact the school office.

On **Monday 11th March 2024** we will inform parents about the details of parent governor nominations. If an election is necessary we will send ballot forms home with the children with the names of the candidates and their details. Each parent will have 2 votes as there are 2 vacancies. The ballot is secret and you can send or post the ballot paper back using a double envelope system. (The ballot paper should be sealed in an inner unmarked envelope, which would be sealed in an outer envelope with the name of the voter printed on the back.) The ballot paper can be placed in the ballot box outside the school office. All votes must be in by **Friday 22nd March 2024** when they will be counted.



A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the school office. If you require a copy of this letter in a language other than English or in large print format please contact the school.

Yours sincerely

Mr A Armstrong
Headteacher

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