



**Cannon Park Primary School**  
**Bransford Avenue, Coventry CV4 7PS**  
'At Cannon Park School, We Encourage Excellence and Enjoyment by...  
Being our Best, Caring for All in a Safe Environment, Every Day!'



**Head Teacher: Mrs. Vanessa MacDonald**

Tel: 024 76414683

E-mail: [admin@cannonpark.coventry.sch.uk](mailto:admin@cannonpark.coventry.sch.uk)

Website: [www.cannonpark.coventry.sch.uk](http://www.cannonpark.coventry.sch.uk)

7<sup>th</sup> October 2022

Dear Parents and Carers,

**ELECTION OF PARENT GOVERNOR**

The instrument of Government for Cannon Park Primary School as constituted under the Education School Governance Regulations, requires that we have three Parent Governors. The Governors must be elected by the parents of registered pupils of the school and need to be parents of registered pupils of the school themselves at the time of their election. Any parent seeking to be elected as a Parent Governor is required to agree to undertake a disclosure from the Disclosure and Barring Service (DBS). If a parent refuses to undertake such a disclosure they will be ineligible to stand for election to the Governing Body.

You are invited to take part in the election of one Parent Governor for this school. The elected candidate will serve on the Governing Body for four years unless they resign as Governor in the interim.

Nomination forms and information regarding the commitment required are available at the bottom of this letter. This form must be returned to the school via email no later than **3.30pm on Friday 14<sup>th</sup> October**. Should only one nomination be received by the official closing date, the candidate will be duly elected unopposed.

In the event of there being two or more nominations, an election will take place between **Monday 17<sup>th</sup> October and Friday 21<sup>st</sup> October 2022**. Information on voting arrangements will be sent to you at a later date. Please note that you should not participate in more nominations than there are vacancies. Each nomination requires two proposers, who must be parents or guardians of current Cannon Park pupils.

Yours sincerely,

*V. MacDonald*

**V. MacDonald (Mrs.)  
Head Teacher**



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## Thinking of being a Parent Governor?

School Governors need to be committed to state education in general and Cannon Park Primary School in particular. This would include supporting the school and its staff as it works towards providing the best possible education for our children.

The time and energy involved in being a parent governor should not be under-estimated. At a minimum there is one Full Governing Body meeting per half term, lasting 2-3 hours. All governors will meet to discuss one of the following at each meeting:

- Resource Management - Finance, Personnel, Premises and Health and Safety
- Performance, Quality and Standards - School Development Plan, Curriculum, Special Needs, School Prospectus, Pupil Premium.

Parent Governors have an important role in representing the views of parents in the school. In addition, of course, there is the task of keeping in touch with the life of the school, the issues of concern and opportunities for encouragement, visiting and attending functions etc.

It is expected that new governors would take advantage of the Local Authorities induction programme. This course helps to provide a better understanding of the role and the documents you will receive as a Governor. There is also ongoing training for governors.

If you would like more information or would like to talk informally about being a parent governor, please feel free to contact: -

**Mrs V. MacDonald – Head Teacher 02476 414683**

# COVENTRY CITY COUNCIL

Nomination of Parents to serve on the Governing Body of Cannon Park Primary School for four years.

We \_\_\_\_\_ (Name in block capitals)

Of \_\_\_\_\_ (Address) and

\_\_\_\_\_ (Name in block capitals) of

\_\_\_\_\_ (Address)

wish to nominate

\_\_\_\_\_

to serve as a parent governor on the Governing Body of Cannon Park School for a period of four years from the date of their election.

I \_\_\_\_\_ (Name in block capitals) of

\_\_\_\_\_ (Address)

accept the above nomination. In the event of a ballot being necessary I wish the following information in support of my candidature (**comprising not more than 100 words**) to be circulated to those entitled to vote.

\_\_\_\_\_

I understand that neither the Head Teacher nor Chief Education Officer bear responsibility for the validity of any statement made above.

Date: \_\_\_\_\_