



**STOKEINTEIGNHEAD
PRIMARY SCHOOL**



**UNITED SCHOOLS
FEDERATION**

USF Governing Body: c/o St. Catherine's C. of E. VA Nursery & Primary School,
Musket Road, Heathfield, Newton Abbot, Devon, TQ12 6SB

20th June 2019

Dear Parents, Carers and Colleagues,

Federation Consultation

We are writing to inform you that the Governing Board of Stokeinteignhead School and the Governing Board of United Schools Federation met on Tuesday 18th June 2019 to discuss the responses received during the federation consultation process.

We are pleased to say that, having considered the feedback received, both Governing Boards voted unanimously for Stokeinteignhead School to join the United Schools Federation on 1st September 2019.

Please find enclosed election details for parent governors for the new Governing Board. Nominations need to be sent to your school office or the Clerk to Governors (Mrs Suzanne Jones) at sue.jones@stcatherines-heathfield.devon.sch.uk (or by post to the above address) by 5th July 2019.

We would like to thank you for your participation in this process.

Yours sincerely,

Viv Thorn
Chair of Governors
Stokeinteignhead School

Elizabeth Thompson
Chair of Governors United Schools
Federation



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Dear Parent or Carer,

PARENT GOVERNOR ELECTION

There is a vacancy for two parent governors on our federation's combined governing body and I am writing to invite nominations to fill this vacancy. Please think about becoming a governor, or encouraging others to volunteer.

Parent governors are welcomed as valued members of the governor team and play an important role; the governing body works together as a group, meeting at least once every half term. Together they are responsible for the strategic direction of the school, promoting high standards of educational achievement and ensuring our resources are used to maximum impact. Life as a governor is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

In looking to fill this vacancy the governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the governing body:

- Business skills, including finance/book-keeping and personnel
- Legal qualifications/health and safety experience/strategic planning/motivational skills
- Pre-school/dementia/NHS and many other professions are welcome.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training - **those new to being a governor are expected to attend induction training**. The term of office for parent governors is four years. For further information about the role please get in touch with Wendy Heathman (admin@stcatherines-heathfield.devon.sch.uk) or your current Chair of Governors (Elizabeth Thompson or Vivienne Thorn c/o your school) or you Head of School who will be happy to help.

If you would like to stand for election please complete and sign the enclosed nomination form and return to your school office **no later than 12 noon on 5th July 2019**. If you wish you can include a few details about yourself and why you would like to become a governor (not exceeding 100 words). **This will then be circulated to all parents to help them decide who to vote for if an election is required**. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure will be sent to all parents within the federation.

Nominations must be from parents or carers with children at the school on the day that nominations close. The sheet overleaf summarises the disqualification criteria to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason. Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

Yours sincerely,

Wendy Heathman/Administrator/Deputy Clerk to USF Governors