

9 September 2019

Dear Parents and Carers,

Parent Governor Vacancy

We currently have a vacancy for a Parent Governor. Being a Governor is an important role in the life of the college as Governors work with the Principal in setting the overall direction of travel of the college. They are involved in important decisions about student applications to the college, staff appointments, the budget of the college, and expenditure on the premises of the college. They discuss student achievement and support and take an interest in the ways the college is continuing to maintain high standards. They support the Principal and Senior Leadership Team as they lead the college.

We would like the members of the Governing Board to continue to represent the excellent diversity of our intake and want anyone who has time to offer and a passion for our distinctive and unique University Technical College to feel able to offer their services in this key role. We are happy to consider parents with a wide variety of skills and would very much be able to tailor the role to suit those skills.

Full details of the process and how to apply can be found in the attachments.

Are you interested?

If you are interested in becoming a Parent Governor but feel a little daunted by the responsibility you may be taking on, remember that full training will be available, and you will always act as part of a team. No particular experience or qualifications are required. Your role would be as a typical parent bringing a parent's perspective to the running of the Governing Board and the college.

Your Commitment

If you become a Governor, you will be taking on the following commitments to help make sure the college is well managed:

- Share the responsibilities of the Governing Board as summarised above.
- Attend and participate in meetings on a regular basis – Governors attend six Full Governing Board meetings and are normally a member of one committee, which meet about 6 times a year. Meetings normally last no longer than two hours
- Undergo appropriate training
- You may also be invited to sit on interviews or other panels

You will be required to sign the Governing Board's code of practice, and to apply for a DBS enhanced disclosure.

What do you need to do next?

Read the section at the end of this letter, which explains the process for appointing Parent Governors. A nomination form is enclosed.

The nomination period will open on Monday 9th September and close at 12 noon on Friday 20 September 2019.

If you would like to know more about the role of a Parent Governor or the appointment process you are welcome to contact the Clerk to the Governors Sian Henderson on sian.henderson@northyorks.gov.uk or 07809 431 871 or serving Governor at college.

Yours sincerely



Mr. Lee Kilgour
Principal

Process for Selection and Appointment of Parent Governors

- As the parent, carer or other person with parental responsibility for a student at this college you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the Parent Governor vacancy, you will need to find two other parents/carers willing to propose and second your nomination. You will need to ask them to complete and sign the attached form.
- If more parents want to become Governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a Parent Governor to not exceed 100 words. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a Governor your term of office will normally be 4 years. You can resign at any time. If your child leaves the college you can contribute as a Governor until the end of your term of office.
- The enclosed nomination form must be returned to the Returning Officer not later than ten college days from the date of this letter was passed to you by the college – i.e. 12 noon on Friday 20th September 2019
- If you are elected, you will be asked to apply for a Disclosure and Barring Service (DBS) enhanced disclosure.

To the Returning Officer at Scarborough UTC

We the undersigned, being the parents or guardians of children attending the college, wish to nominate

.....

(Please insert in block capitals the full name and address of the candidate)

.....
.....
.....

as a Parent Governor of the above named college.

Signed (Proposer)

Signed (Secunder)

Date

The person nominated should: -

- (A) sign this form in order to show their willingness to stand as a candidate, should an election be required and to serve as a Governor.
- (B) submit with this form a brief description of themselves. This description should not be more than 100 words long, and will be included on the voting paper if a ballot is held.

Signed

Date