

JS/VM

1 December 2021

Dear Parent / Carer

### **Election of a Parent Governor to the Sheffield UTC OLP Local Governing Body**

Would you like to be a Governor at your child's UTC?

Membership of the UTC's Local Governing Body includes two Parent Governors and an election is to be held soon to fill one of these vacancies. It is a chance for you as a parent/guardian to have an influence over the education the UTC provides for all its students. Governors make decisions about many aspects of the UTC including the curriculum. The Governor role is vital to the education of the students of the UTC so I would urge you to consider standing. Training will be available to help you understand your role as a Parent Governor.

Parent Governors also provide a crucial link between the UTC and other parents. Parent Governors will be expected to attend at least three full meetings of the Governing Body each year and other meetings of Committees of the Governing Body which they are appointed to. They will take an active interest in the UTC and the students and help promote the parental view at meetings of the Governing Body and its Committees, however they do *not* act of behalf of individual parents.

All people who have parental responsibility for a student enrolled at the UTC are eligible to stand for election as a Parent Governor. If there are more nominations than vacancies, an election will be held.

The election will be organised by the Secretary of the UTC's Local Governing Body and every parent of a student in the UTC will have the opportunity to vote. Parents can vote via the website, or by sending in their vote to the UTC either by post, or with a registered student. The election procedures and list of parents standing for election will be sent to you by the Secretary. The term of office is normally four years.

If you wish to stand for election you may nominate yourself as a candidate. No proposer or seconder is required but you must signify your intention to stand in writing to the UTC [governors@utcsheffield.org.uk](mailto:governors@utcsheffield.org.uk) by **Friday 10 December 2021**. It would also be helpful if you would provide a short personal statement (preferably no more than 250 words) with your nomination to circulate to other parents in the event of an election.

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Please note that there are certain restrictions that prevent a person from standing for election as a Parent Governor. For example, a person cannot stand for election as a Parent Governor if they are an elected member of the Local Authority or if they work at the UTC (further details of circumstances that would disqualify individuals from being a Governor are provided in the Articles of Association – details of which can be obtained from the Secretary).

Should you be in any doubt about any aspect of the election process for Parent Governors including, nominations or appointments, do not hesitate to contact the Secretary to the Local Governing Body:  
[governors@utcshffield.org.uk](mailto:governors@utcshffield.org.uk)

Yours faithfully

A handwritten signature in cursive script that reads "Stevenson".

**Mrs J Stevenson**  
**Principal**  
UTC Sheffield OLP