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Dear Parent/Carer

### Parent Governor Election

On behalf of the members of Highsted Academy Trust, I am writing to invite you to consider standing for election as a Parent Governor/Director/Trustee for the Highsted Grammar School Governing Body, or nominating another parent to do so. The Governing Body welcomes interest from all prospective Parent Governors.

Highsted Grammar School became an Academy on 16 August 2010. The School is run by a charitable company limited by guarantee in accordance with its articles of association (or constitution). Governors have duties as Directors under company law and Trustees under charity law. Two groups of people are involved in the governance of the Academy: **Members** and **Governors**. The current **Members**, Mr Peter Statham (Chair), Mrs Doreen Hunter, Mr Neil Hancock and Major Robert Jepson "own" the company in the same way that shareholders of a commercial company would, save that Members cannot receive any dividends. Members are responsible for the appointment or election of Governors. **Governors** are responsible for managing the affairs of the Academy although, in practice, their powers of management are largely delegated to the Headteacher. Consequently, as a Parent Governor you will also be a Company Director registered at Companies House and a Charity Trustee for the duration of your term of office (usually four years). In practice, Governors/Directors/Trustees will find themselves broadly in the same position as Governors of an Academy as Governors of a maintained school under Local Authority control.

Under its articles of association and the funding agreement with the Secretary of State, the Governing Body can have a minimum of two Parent Governors and there is one vacancy at the current time. If you would like to stand for election or nominate another parent, please complete the attached nomination form and return it to the Headteacher within ten working days of the date of this letter (11 December 2018). Each nominee has to be proposed and seconded by parents/carers who have a child currently attending the School. On this occasion, the Headteacher will act as Returning Officer and be responsible for election arrangements.

Anyone standing for election is invited to provide, with his/her nomination a short personal statement (maximum 100 words). The statement should only include biographical information, your reasons for wanting to be a Parent Governor and the contribution you believe you can make to the Governing Body.

If there is only one nomination, the nominee will automatically be elected. If there is more than one nominee, an election will be held and copies of the personal statements will be circulated to all parents/carers. Ten working days will be allowed for the return of ballot papers. Each parent/carers will have one vote for each vacancy, no matter how many children he or she has at the School.

If you would like further information about the duties and responsibilities of a Governor and/or the opportunity to discuss these with the Chair of Governors, please contact the undersigned.

Yours sincerely

Martin Hydes  
Company Secretary

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