

BUCKINGHAMSHIRE COUNTY COUNCIL
GUIDANCE FOR PARENT GOVERNORS

February 2017



INTRODUCTION

This guidance explains the roles and responsibilities of the Parent Governor Representatives on Buckinghamshire County Council's Children's Social Care & Learning Select Committee.

If you have any queries about the role and responsibilities of Parent Governor Representatives or the election process, please contact:

Kevin Wright or Kristi Bhanja either via telephone: 01296 382343 or email democracy@buckscc.gov.uk.

ROLES AND RESPONSIBILITIES OF PARENT GOVERNOR REPRESENTATIVES

How long is the term of office?

The appointment starts from the date of election and is for a period of two years. The representative may stand for re-election.

A Parent Governor Representative may resign from office. If a Parent Governor Representative does not attend the Select Committee for a period of six months without giving an apology, then they will be automatically disqualified. Any PGR who becomes a local Councillor or a member of school staff must stand down from office.

What does the job involve?

Parent Governor Representatives will sit on the County Council's Children's Social Care & Learning Select Committee, providing an apolitical voice for parents in Buckinghamshire.

Primarily the role is to hold the Local Authority to account by consulting with and feeding back to parents on discussions and decisions relating to education.

Parent Governor Representatives will be expected to:

- Represent to the local authority the main education issues which concern parents
- Liaise with the other PGRs
- Attend and contribute to the Children's Social Care & Learning Select Committee
- Establish good relations with other members and officers
- Feed back to parents the local education authority's discussions and decisions on education
- Abide by the local authority's rules on Committee procedures and
- Act in accordance with the Council's Code of Conduct in relation to their work on the Committee

Are Parent Governor Representatives full members of the Select Committee?

Parent Governor Representatives are co-optees on the Children's Social Care & Learning Select Committee. PGRs are able to speak on any item at Committee meetings but may only vote on matters relating to education, as determined by the Chairman, and not on any other issues considered by the Committee. The Chairman's decision on these matters is final.

Parent Governor Representatives will normally receive all information and documentation provided to Councillors on the Select Committee, except where there are confidential reports relating to social care issues. In such cases, papers will be restricted to Councillors in accordance with the Council's Constitution.

What does the Children's Social Care & Learning Select Committee do?

The Children's Social Care & Learning Select Committee's role is to hold decision-makers to account in matters relating to the remit of the Committee, as well as to make evidence-based recommendations for improvements through undertaking Inquiries to improve outcomes for children.

It plays a key role in monitoring use of resources and having a strategic view of both the County Council's and partners' performance in terms of how well local public services are working to improve outcomes for local people.

More information on the Committee's remit can be found on the Council's website at: <https://democracy.buckscc.gov.uk/mgCommitteeDetails.aspx?ID=788>

How often does the Children's Social Care & Learning Select Committee meet?

The Committee normally meets approximately 6 times a year, usually on a Tuesday morning between for around 3 hours at County Hall, Aylesbury. Scrutiny Inquiries may also take place on other days of the week or on Tuesday afternoons.

What support will be provided to the successful candidate?

Parent Governor Representatives receive induction into their new role from the County Council, including the essential information they need to get started. Advice and support is available to help the PGRs in their key task of communicating with parents.

The County Council will meet reasonable expenses incurred by Parent Governor Representatives in carrying out their responsibilities.

Where can I find more information?

More information about the Council's scrutiny function and its Select Committees can be found on the Council's website: www.buckscc.gov.uk/services/council-and-democracy/scrutiny. A copy of the Select Committee Annual Report can also be found on this page.

ELECTION ARRANGEMENTS

How many Parent Governor Representatives are there in Buckinghamshire?

There are three Parent Governor Representatives in Buckinghamshire, one each from the primary, secondary and special school sectors.

Who is eligible to stand for election as a Parent Governor Representative on this occasion?

Any Parent Governor of a primary or secondary school with a child attending a school maintained by Buckinghamshire Local Education Authority on the date of the election may stand for election as a PGR.

Employees of Buckinghamshire County Council and employees of schools maintained by Buckinghamshire County Council are not eligible to stand.

How do I nominate a candidate?

Each candidate must be supported by a proposer and seconder who must be a Parent Governor. Parent Governors who nominate candidates do not need to be from the same category of school as the candidate. For example, a primary school Parent Governor may nominate a secondary school Parent Governor. Candidates may submit an election address of not more than 200 words, which will be sent with voting papers.

A nomination form is attached.

The closing date for nominations is Friday 10th March 2017 at 5pm. They should be emailed or delivered to Kristi Bhanja, Member Services, County Hall, Aylesbury, HP20 1UA democracy@buckscc.gov.uk

What does the election process involve?

Once nominations are received, voting papers will be issued to all Parent Governors. These will contain the name of each candidate and the school of which he/she is a Parent Governor, together with a copy of the election address (if submitted). The election will be carried out by electronic voting.

Voting papers will be issued electronically on Monday 14th March 2017 with a closing date for votes of Friday 24th March 2017. Results will be declared on Monday 27th March 2017. The successful candidate will be the one gaining the largest number of votes.

If there is only one nominated candidate in either sector, he/she will be declared elected unopposed.

What can be included in an election address?

Campaigns to elect Parent Governor Representatives are non-party political. References during the election campaign to any candidate's support for any political party are not considered appropriate, and will therefore be removed from any election literature.

Who can vote?

All Parent Governors of schools maintained by Buckinghamshire Local Education Authority are eligible to vote.

What is the election timetable?

Monday 20 February 2017	Nominations invited
Friday 10 March 2017	Closing date for nominations
Tuesday 14 March 2017	Ballot papers issued
Friday 24 March 2017	Closing date for votes
Monday 27 March 2017	Results declared and candidates informed