



Ripon Grammar School

September 2025

Dear Parents

ELECTION OF PARENT GOVERNORS

The Governing Board at Ripon Grammar School comprises 18 governors, of which six are elected by parents. We currently have two vacancies for parent-elected governors. I am writing to let you know that there is to be an election for these positions.

The other Parent Governors are Mrs Adele Laurie-Wilson, Mr Ian Charlton, Mrs Siny Jayan and Mrs Jayne Dale. The other members of the Governing Board are: 1 nominated by the Local Education Authority; 1 elected by the staff, the Headmaster and 9 governors co-opted by the rest of the Governing Board.

I hope that the following information and details of the procedures will be helpful to you.

What do governors do?

Governors' responsibilities may be summed up as:

- Setting the strategic direction for the School
- Encouraging, supporting and challenging the Headmaster and staff on the School's performance
- Ensuring that all the School's resources, especially financial resources, are used to maximum effect

The governors' business therefore affects most aspects of the School's life and work. They establish, with the Headmaster, the aims for the School, approve School policies and are responsible for the School's budget, the appointment of staff and the use and maintenance of the premises. More generally, they promote the School within the local community and help guide the School in meeting the community's educational needs. They also help the School communicate to the wider community what the School is achieving for its students.

Governors, as a Board, also have a range of legal responsibilities, therefore being a governor is an important commitment and new governors must be willing to commit the time and attend training to help them learn what is entailed.

What is the term of office?

Parent-elected Governors are elected for a four-year period. If you will not be a parent in four years' time since your son/daughter will have left School, I would still urge you to consider contributing to the work of the governors to help Ripon Grammar School become an even better school.

Founded in Saxon Times, re-founded in 1555

Headmaster: Mr Jonathan M Webb, MA

Address: Clothholme Road, Ripon, North Yorkshire HG4 2DG

Tel: [01765] 602647 **Email:** admin@ripongrammar.com

Website: www.ripongrammar.co.uk



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What is the time commitment?

The Full Governing Board meets four times per year. We also have Governor Committees (Admissions, Boarding, Curriculum, Finance & Personnel, Pastoral) which meet termly. Parent governors are invited to be members of at least one committee. We expect that these meetings, all held in the evening, will be a hybrid of on-line and face to face meetings. The dates for all meetings are published a year in advance.

Do Parent-elected Governors have Special Responsibilities?

No. Parent-elected Governors do not have “extra duties”. All governors are equally responsible and discharge their responsibilities as a body, not individually. Elected Parent Governors speak as parents: they cannot speak for all parents, nor are they representatives of parents. They are governors in their own right with the same responsibilities as all other governors but they bring an important parent’s perspective to the various issues.

Are there any particular skills or experience that the Governing Board is looking for?

It is open to any parent, irrespective of their skills or experience to put themselves forward for election as a Parent Governor. However, the Governing Board regularly conducts a skills audit to make sure it has the expertise needed to conduct its business effectively. Currently there is a particular need for someone with business, property and planning experience, and someone who has experience in human resources. We also need parents with skills and experience outside these areas, who have an interest in supporting the strategic direction of the school. Commitment to the School and to the work of the Governing Board is the overriding essential requirement.

Are there any restrictions which could disqualify parents from becoming Parent Governors?

Yes, the Statutory Guidance (2017) details these and they are set out on pages 2-4 of the form.

If any of these criteria apply to you, you should not seek election as a governor.

Governors are subject to background checks and the parents who are elected will be required to provide proof of identity (passport, birth certificate, etc) in order for an enhanced DBS check to be conducted. As a volunteer, there is no charge for this to you or to the School.

What is the election process?

It is open to any parent who has a child currently registered at the School to stand for election and to vote in the election, subject to the disqualifications mentioned above. The term 'parent' is taken to include a guardian or anyone who has parental responsibility for a child, as well as 'natural' parents.

Candidates should follow the instructions on the Election of Parent Governors 2025 form, including making a short statement about themselves and their reasons for standing (**no more than 150 words**). The form is also available on the school website (<https://www.ripongrammar.co.uk/about/governors/>) and a paper copy can be obtained from School Reception.

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Completed forms must be returned, by email, to Mrs Hargraves by 12noon on Tuesday, 30 September 2025.

If only two applications are received, then the two candidates will be declared elected. If, however, we receive more than two statements then there will be a ballot and details will be sent to all parents. The ballot form will explain how votes may be cast. The rules for the election are written down in Regulations made by the Local Education Authority, and these can be inspected at the School if required.

How will the result of the election be made known?

The successful candidates will be notified immediately after the count, by email. The name of the parents elected will be displayed at the School for at least seven days and will be posted on the School website and e-mailed to parents. This will also be included in the next report issued to parents by the governors.

Anyone having any query about this procedure, or the role of school governors, is invited to contact me, or the Headmaster, to discuss informally what being a school governor entails.

Yours sincerely

Elizabeth Jarvis
Chair of the Governing Board

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