



Dear Parent

### **SCHOOL GOVERNING BODY - PARENT GOVERNOR ELECTIONS**

There is a vacancy for a parent governor. The term of office is 4 years.

The governing body plays a significant part in the development and running of the school and as such, parent governors play an important role as members of the governing body helping to form policy, set priorities and manage the budget.

Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome nominations from parents with the following skills (preferred but not essential): **finance, property and communications media**. Training is available for all governors and this governing body has an expectation that those new to being a governor attend induction training.

I am therefore writing to invite you either to nominate yourself or to nominate a parent/parents to fill the vacancy/vacancies. A nomination form is enclosed (additional forms are available from the school office). If you would like to nominate someone, please return the completed form to the school by **6th July 2021**.

The person nominated must be a parent of a registered pupil at the school on **6th July 2021**.

Please note that you are not eligible to be a parent governor if you are:

- a) an elected member of the Local Authority
- b) paid to work at the school for more than 500 hours in any twelve-month period.

No parent may propose and/or second more nominations than there are vacancies. Parents being nominated are invited to give on the nomination form some brief biographical details suitable for inclusion in the voting paper.

Under the terms of the School Governance (Constitution) (England) Regulations 2012, there are certain circumstances whereby individuals are disqualified from holding office and those are detailed overleaf.

If the number of nominations received is the same as, or fewer than, the number of vacancies to be filled then those nominated will be elected unopposed. If all the vacancies are not filled in this way the governing body will have the opportunity to appoint parent governors to the vacancy/vacancies.

If there are more nominations than vacancies the election will be by ballot. If that is necessary voting papers will be sent to you together with details about the ballot procedure.

Yours sincerely

Mr Bill

Headteacher

*Continued overleaf*

## **Under the terms of the School Governance (Constitution) (England) Regulations 2012:**

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to foundation governors appointed by virtue of their office.

A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- has been removed from office as an elected governor within the last five years.
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure And Barring Service for a criminal records certificate

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.

School .....

**ELECTION OF PARENT GOVERNORS NOMINATION FORM**

Name of nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Signature of nominee (confirming willingness to stand): \_\_\_\_\_

Date: \_\_\_\_\_

The above-named parent has a child registered at the school, is willing to serve if elected, and I would like to nominate him/her for appointment as a parent governor of the school. **(Not required in the case of self-nomination.)**

Nominated by: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Personal Statement which he/she would like to be printed on the voting papers**

**Maximum number of words** [insert number]:

Completed nomination forms must be returned to the school by **28th June 2021**.