27th March 2018

Dear Parents/Carers

**ELECTION OF PARENT GOVERNORS**

From the end of this month there will be vacancies on the governing body for Parent Governors. Any parent or carer with a child on roll at the school may stand as a candidate by completing the enclosed form and returning it to me by the date shown. You may nominate yourself or you may nominate any other parent or carer **with their permission**. If you nominate another person they must also sign the nomination form.

Governors play an important role in supporting the school and in making decisions about the service provided for your children. For example, they are responsible for:

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| --- |
| * helping to establish the aims and policies of the school and how the standards of education can be improved
 |
| * helping to draw up the school development plan
 |
| * helping to decide how to spend the school’s budget
 |
| * selecting the Headteacher/Deputy Headteacher
 |
| * linking the local community with the school
 |
| * the appointment, promotion, support and discipline of staff
 |
| * drawing up an action plan after an OFSTED inspection and monitoring how it is put into practice
 |

All of these tasks are shared between members of the Governing Body.

It is essential that parents be fully represented on the governing body so I do ask you to consider this matter very carefully. You do not need to be an “expert” in education and you will receive support from other governors. Training is offered to help you understand your role and responsibilities but it is not compulsory.

The term of office for parent governors is 4 years but you may resign at any time, and you will be able to complete your term of office, if you wish, if your child leaves the school during the four year term.

Please use the attached nomination form which should be returned to Brenda Vanriel at school no later than 4.00pm on **Wednesday 18th April 2018.**

If we receive more than nominations than there are vacancies it will be necessary to hold an election by ballot so that all of our parents and carers can choose who will represent them. If an election ballot is required it will be held during week commencing 23rd April, the result will be published on 30th April.

There are some circumstances that make people unable to be considered as school governors. These are shown on the reverse of the attached nomination form, please read this before making a nomination.

Yours sincerely



Carol Weston

Business Manager / Returning Officer

**PARENT GOVERNOR – NOMINATION FORM**

**Please return to the school by 4.00pm on Wednesday 18th April 2018**

1. **Please complete this section if you wish to nominate yourself.**

Name:…………………………………………………………………………………………………………

Address: ……………………………………………………………………………………………………..

…………………………………………………………………………………………………………………

The full name of my child is ………………………… …………………………………………………….

Signed:………………………………………………………………………………………………………..

1. **Please complete this section if you wish to nominate someone else.**

I wish to nominate the person named below as a candidate for Parent Governor. I have approached

the person nominated, he/she is willing to stand for election and has signed below.

Name of parent nominated: ……………………………………………………………...........................

(please supply full first name and surname)

Address: ……………………………………………………………………………………………………….

………………………………………………… Phone number: …………………………………………

The full name of my nominee’s child is: ……………………………………………………………………

My name is: ……………………………………………………………………………………………………

My address is: ………………………………………………………………………………………………..

Signature of the person making the nomination: …………………………………………………………

I have read the notes on disqualification and I am eligible to stand.

Signature of person nominated: ……….……………………………………………………………….

**In this election the Returning Officer is:** **Carol Weston, Business Manager**

**Disqualifications**

**The following notes are based on the School Governance (Constitution) (England) Regulations 2003, the Education Act 2002, Education (School Government) (England) Regulations 1999, School Standards and Framework Act 1998 and the Education Act 1998 and should be read before returning the attached forms.**

No person is qualified to be a governor unless they are aged 18 or over at the date of their election or appointment.

A person is disqualified from membership of a governing body if:

1. They are already a governor at the same school.

2. They are liable to be detained under the Mental Health Act 1983.

3. Their membership of the governing body at that school has been lapsed through non-attendance.

4. A foundation governor, LEA governor or community governor has been disqualified under paragraph 3) they are not qualified for nomination or appointment as a governor of any category at that school for 12 months following the disqualification.

5. They have been judged bankrupt or sequestration (confiscation) of their estate has been awarded and has not been discharged and the bankruptcy order has not been rescinded or annulled, or they have not been discharged in respect of a composition, arrangement or trust deed to creditors.

6. They have had a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1996.

7. They have been removed from office as a trustee for a charity by an order made by the Charity Commissioners or the High Court, removed under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990.

8. They are included in the list of teachers and workers with children or young persons whose employment is restricted under section 1 of the Protection of Children Act 1999; subject to a discretion of the Secretary of State under section 142 of the 2000 Act; disqualified from working with children under sections 28 and 29 of the Criminal Justice and Court Services Act 2000; disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school, by virtue of an order made under sections 470 or 471 of the 1996 Act.

9. They have had a prison sentence, whether in the United Kingdom or elsewhere, of not less than 3 months without the option of a fine, whether suspended or not, within the previous 5 years.

10. They have had a prison sentence of more than 2½ years within the previous 20 years.

11. They have had a prison sentence at any time of not less than 5 years.

 Any conviction by or before a court outside the United Kingdom for an offence which would not have constituted an offence under the law in force in any part of the United Kingdom must be disregarded.

1. They have been convicted within the previous 5 years of an offence under section 547 of the 1996 Act or under section 85A of the Further and Higher Education Act 21992 (nuisance and disturbance on educational premises) and have been sentenced to a fine.

13. A person refuses a request by the clerk to the governing body to make an application for a

police check.

Should a person become disqualified whilst holding office or during the process to become a governor they must give written notice of this to the clerk of the governing bod