

13th October 2021

Dear Parents and Carers,

ELECTION OF PARENT GOVERNORS

There is currently one vacancy on the governing body for a Parent Governor. Any parent with a child on the register of this 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 **with their permission**. If you nominate another parent, 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:

- 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 Toni Altinok in the school office no later than 12.00pm on Thursday 21st October.

If we receive more than three nominations it will be necessary to hold an election by ballot so that all of our parents can choose who will represent them on the governing body.

Yours sincerely

Grainne Carpenter
Business Manager / Returning Officer

PLEASE NOTE: You will be asked to complete a disclosure form about your eligibility to become a school governor as part of the school's Child Protection procedures.

PARENT GOVERNOR – NOMINATION FORM

Before completing this nomination form you should take note of the “Disqualifications” which prevent people from holding governorships on the reverse of this form.

a) Please complete this section if you wish to nominate yourself.

I wish to nominate myself as a Parent Governor:

Name.....

Address:

.....

The full name of my child is

Signed.....

b) 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 I have nominated, and 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:

PLEASE NOTE:

To be valid, the completed nomination form must reach the Returning Officer by **12.00pm on Thursday 21st October 2021.**

In this election the Returning Officer is: Ms Grainne Carpenter – Business Manager

PLEASE NOTE: You will be asked to complete a disclosure form about your eligibility to become a school governor as part of the school's Child Protection procedures.

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.
12. 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 body