



June 2018

Dear Parent/Carer

## PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for **two** parent governor(s) and there is currently **ONE** vacancy.

The governing body, with the headteacher, has overall responsibility for the running of the school. 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

- Commitment to improving education for all pupils
- Ability to work in a professional manner as part of a team and take collective responsibility for decisions
- Willingness to learn
- Commitment to the school's vision and ethos
- Ability to analyse and review complex issues objectively
- Ability to propose and consider innovative solutions
- Problem solving skills
- Communication skills, including being able to discuss sensitive issues tactfully

Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than **12 noon on Friday 29<sup>th</sup> June 2018**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

C Chislett  
Headteacher

## Qualifications and disqualifications to serve as a school governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care; is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months

## THE ROLE OF THE SCHOOL GOVERNOR

### Parent Governors

Parent governors should be a parent of a registered pupil at the time of the election. They are normally elected by the parents of the registered pupils of the school. Such governors are representatives of the parent body and not delegates. This means that they cannot be directed by the parent body to act in a certain way but they should represent the views of the parents. Parent governors may stay in office for the remainder of their term of office even if their child has left the school. Should an election fail to fill all parent governor vacancies the governing body may appoint a parent governor. They should seek a person who is a parent of a registered pupil in the school, a parent who has a child of compulsory school age with special educational needs but not at the school, a parent of a child of any age with special educational needs or a person who is not a parent of a registered pupil in the school, but a parent who has a child of compulsory school age. With these appointments, except where the parent has a registered pupil at the school, the governors cannot appoint an elected member of the Local Authority (LA), an employee of the LA or an employee of any school in the LA.

Through their representation of the wider school community (this includes the parents, school staff and other members of that community), governors help their school improve and provide the best possible education for the pupils. A good governor has many skills and qualities including:

- An ability to respect confidentiality
- An ability to work as part of a team
- An interest in education
- A willingness to give your time
- Communication skills
- A commitment to equal opportunities
- An ability to absorb information
- An open mind
- Tact and diplomacy
- A willingness to undertake training

### What Governors Do.

Governing bodies are expected to play three key roles – they provide a **strategic overview**, they act as a **critical friend** to the school and they **ensure accountability**.

**By working strategically**, the governing body helps to provide the best possible education for the pupils of the school. Through working as a corporate body with a clearly defined division of responsibility between the headteacher and the governors, the governing body:

- Helps to set standards and targets for performance for the school.
- Has an overview of the curriculum.
- Helps to set policies for itself and the school.

**By being a critical friend**, the governing body establishes an effective working relationship with the headteacher through having clear division of duties delivered through effective meetings. This will help the governing body to:

- Know the school.
- Have an effective scheme of delegation between the governing body and the headteacher and the governing body and its committees.
- Monitor and evaluate attainment, achievement and the delivery of policies and plans.

**To ensure accountability**, the governing body will receive regular reports from the headteacher and will provide information to the LA and the parents on a regular basis by:

- Publishing a school prospectus.
- Producing a post-inspection action plan.
- Help in the production of The School Improvement Plan.

### A Governor's Commitments.

As a governor you will be expected to:

- Support the aims and objectives of school promote the interests of the school and pupils within the community.
- Attend meetings of the governing body and its committees. The full governing body may meet twice every term and its committees may meet once or twice every term.
- Recognise that you and the governing body are accountable for your actions.
- Act as a member of the governing body and not as an individual with personal interests.
- Keep informed about developments within the school.
- Attend training to increase your knowledge, skills and ability to deliver your duties and responsibilities

## NOMINATION FORM

### Election of parent governors

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: \_\_\_\_\_

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

Signature of person nominated: \_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_

Name and address in BLOCK letters of proposer (if different to nominee): \_\_\_\_\_

\_\_\_\_\_

As a candidate for election, you may use the following space to let other parents know more about you and what you would wish to achieve as a parent governor.

Should there be a need for a ballot, this information will be photocopied as it stands and will be distributed with voting papers to all parents. Please use a black pen or type.

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Signature \_\_\_\_\_

(Date) \_\_\_\_\_

**Completed nomination forms must be returned to the school by 29<sup>th</sup> June 2018 by 12 noon.**