



St John Bosco Catholic Primary School

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Parent Governor Vacancies

Dear Parent(s)/Guardian(s)

We have two vacancies for a parent governor which we need to fill as soon as possible.

We know parents are interested in the education of their children and keen to see that the school provides a challenging education for all the pupils who come here. Please do not assume that there will be others coming forward who are better equipped for the job; we need enthusiasm and a willingness to work as a member of the team far more than any specific knowledge or expertise!

The governing body of a school is responsible for ensuring that pupils receive high quality education and that the conduct of the school reflects this aim. The governors work as a team with the head teacher in the whole strategic planning and management of the school. Their responsibilities include consideration and agreement of the aims and policies of the school, discussion and approval of the targets for improvement, appointment of staff, setting and monitoring the budget, monitoring the performance of the school and reporting to the parents and community on how they have accomplished their tasks. Governors are the link between the school and the community and representatives of all those with an interest in the well-being and reputation of the school are needed. Parents are very important in keeping the governing body aware of the views of parents and the local community. They are a vital part of our team.

There is first class advice and support available to you and training for your new role at no cost to you.

The chair of the governing body is happy to talk to you if you are interested in being nominated and/or want further information. You might also like to look at the information for prospective governors on the Department for Education [website](#). Please note that for the protection of children all governor appointments are subject to a vetting process and identity check.

If you would like to take the opportunity to put yourself forward as a candidate, please complete and return the attached documents to me by 9th October 2019. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

If there are more nominations than vacancies, an election will be held on 23rd October 2019. and you will be sent a voting paper. You may return the ballot paper either via your child, parentmail or by post.

Yours sincerely

Head teacher/Chair of Governors

Enclosed: Nomination form, Eligibility Self Declaration Form

Election of Parent Governors

Nomination Form

Name:

Address:

The above-named has a child at the school, is willing to serve if elected and is hereby nominated to stand for election.

Nominated by*: (Signature, name in capitals and address)

Signature of nominee:

Biographical details for inclusion in ballot paper (maximum 100 words):

N.B. Completed nomination must be returned to the school by

9th October 2019.....

**Self nomination is acceptable*

Name:

SCHOOL GOVERNOR ELIGIBILITY SELF DECLARATION FORM

	YES	NO
<i>Please answer each question by ticking in the relevant column on the right hand side</i>		
Are you aged 18 or over at the date of this election or appointment?		
Have you been disqualified as a governor at this school for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? <i>Note: This does not apply to Headteachers</i>		
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?		
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors 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 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?		
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?		
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body?		
Are you included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?		
Are you subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?		
Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?		
Are you disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?		
Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?		
Have you , in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?		
Have you , in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?		
Have you , at any time, received a prison sentence of five years or more?		
Have you been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?		
Are you employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?		

I declare that I am not disqualified from serving as a school governor.

Signature _____ Date _____

This form should be returned to the Headteacher at the school by 9th October 2019

NOTE: if there are any parts of this form that you cannot answer, cannot sign or which you have questions about, please contact **Mrs Greenwood** who will be willing to advise you.

Information for Parents

Who can stand as and vote for parent governors?

The definition of a parent in education legislation includes:

- all natural parents whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person and;
- any person who, although not a natural parent, has care of a child or young person.

Who is disqualified from standing for election as a parent governor?

All parents and carers aged 18 or over are eligible to stand for election, except

- Persons liable to be detained under the Mental Health Act 1983
- Undischarged bankrupts
- Persons recently convicted of a serious offence
- A former governor at the school who has been disqualified on the grounds of non-attendance at meetings for a continuous period of six months without the consent of the governing body
- Persons disqualified under the Company Directors Disqualification Act 1986
- Persons subject to disqualification as a Charity Trustee
- Persons whose employment is prohibited or restricted
- Persons disqualified from being proprietors of independent schools
- Persons disqualified from registration for providing child minding or providing day care under the Children and Families (Wales) Measure 2010 or under Part 3 of the Childcare Act 2006?
- Persons appearing on DfE List 99 (this is a list of people banned from working with children)
- Persons employed to work at the school or on a contract for services at the school and work for more than 500 hours a year

And

- has a child on roll at the time of election.

Parents and carers standing for election are asked to complete the School Governor Eligibility Self Declaration Form (Appendix B); this is sent with the Notice of Election (Appendix A).

Further guidance on the definitions of parent, parental responsibility and care of a child or young person can be obtained from the School Governance Team on (0300) 1235036.

Parent governors generally serve for four years unless the governing body has registered a variation to this in the school's Instrument of Government.

Appointment of parent governors

If, after seeking nominations from parents of current pupils, vacancies for parent governors still remain, the governing body in accordance with the regulations shall fill these through an appointment process.