



Head Teacher Mr P Lewin
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8th February 2018

Dear Parent

There is a vacancy for a parent governor to serve on the governing body of this school. We are very keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to fill these places. Details of what you will need to be nominated are included in this pack.

Parent governors are elected by other parents and are vital to our governing body. They share equally with other governors the duty of carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor, and we value the experience that all governors bring to the role.

If you join our governing body, you will serve for a four year term and you can continue to the end of the four years even if your child/children leave the school. Being a governor does take up time. There are 5 or 6 governing body meetings each year and governors usually serve on one or more committees which meet, once per term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, to undertake training and updating.

If you would like to take the opportunity to put yourself forward as a candidate please complete and return the attached nomination and parent governor appointment forms to me by the end of the school on Friday 2nd March 2018.

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.

To find out more about what being a governor at this school is like, you can contact the Chair of Governors Michelle Venezia, through the school office, who will be very willing to answer any questions.

If you are interested please download a pack from our website.

Yours sincerely

Phil Lewin
Head Teacher

The following Inclusion questions are optional. (We collect this information for monitoring purposes only). Please tick the appropriate boxes.

I am: Male Female I consider myself to be: Disabled Non-disabled

What is your ethnic group? Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background or complete the Any Other section:

(a) White: <input type="checkbox"/> British <input type="checkbox"/> Irish	(b) Mixed <input type="checkbox"/> White/Black Caribbean <input type="checkbox"/> White/Black African	(c) Asian/Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani	(d) Black/Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African	(e) Chinese <input type="checkbox"/> Chinese
Any other - please specify:				

Section Two - To be completed by the person nominating the candidate (who must not be the spouse or partner of the candidate)

Forename:	Surname:
Address:	
Signature:	

Section Three - To be completed by the clerk or their representative at the end of the appointment process

Please tick if governor is:

Chair of Governor	<input type="checkbox"/>	Vice Chair	<input type="checkbox"/>	Training & Development Governor	<input type="checkbox"/>
Date of appointment/election:					
Name:				Date:	
Email:				Contact No:	
Any other information:					

Appointment of Governors - Qualifications and Disqualifications for LA Maintained Schools

Please read the following list of disqualifications and qualifications for being a governor. If you are eligible, complete the governor appointment form and sign it to confirm your eligibility. If you are *not* eligible, you are unable to be considered for appointment/election as a governor.

<ul style="list-style-type: none"> ▪ Registered pupils of the school cannot be governors
<ul style="list-style-type: none"> ▪ A governor must be aged 18 or over at the time of election or appointment
<ul style="list-style-type: none"> ▪ A person cannot hold more than one governor post at the same school at the same time
<ul style="list-style-type: none"> ▪ Elected members of the LA cannot be a parent governor
<ul style="list-style-type: none"> ▪ A person is disqualified from being a <u>parent governor</u> if they are staff, who are paid to work at the school for more than 500 hours in any consecutive twelve month period (at the time of election or appointment)
<ul style="list-style-type: none"> ▪ A person is disqualified from being a <u>local authority governor</u> if they are eligible to be a staff governor at the school
<ul style="list-style-type: none"> ▪ A person is disqualified from holding or continuing to hold office if that person: <ul style="list-style-type: none"> ▫ is the subject of a bankruptcy restrictions order or an interim 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 Part 2 of the Companies (Northern Ireland) Order 1989, 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 charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body ▫ is included in the list of teachers or workers 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 128 of the Education and Skills Act 2008

<ul style="list-style-type: none"> ▫ is disqualified from working with children or from registering for child-minding or providing day care
<ul style="list-style-type: none"> ▫ is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
<ul style="list-style-type: none"> ▫ has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
<ul style="list-style-type: none"> ▫ has received a prison sentence of two years or more in the 20 years before becoming a governor
<ul style="list-style-type: none"> ▫ has at any time received a prison sentence of five years or more
<ul style="list-style-type: none"> ▫ has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
<ul style="list-style-type: none"> ▫ refuses a request by the clerk to make an application to the Disclosure and Barring Service (DBS) for a DBS check

Failure to attend meetings

If you fail to attend meetings, without the consent of the governing body, for a continuous period of six months you are disqualified from continuing to hold office as a governor at that school. This does not apply to the headteacher or to foundation governors appointed by virtue of their office. If you have been disqualified for failure to attend meetings as a foundation, LA or co-opted governor, you cannot be appointed as a governor for twelve months from the date of disqualification.

Notification to Clerk

You must notify the clerk if you are disqualified from holding, or from continuing to hold, office as a governor of the school.

More information

Details of the above restrictions may be found in The School Governance (Constitution) (England) Regulations 2012.

Guidance for Prospective Governors

The following guidance has been written to assist governing bodies with their duty to conduct informed parent and staff elections in which the expectations and credentials of prospective candidates are made clear. The sections highlighted in brackets should be personalised to the school.

Guidance for Prospective Governors

Being a school governor is both a rewarding and challenging experience. Governors provide strategic leadership and work in partnership with the headteacher and senior leaders in schools to ensure that every child gets the best possible education.

The demands on governors and governing bodies have changed dramatically in recent years and this guidance has been written to help aspiring governors understand the expectations and demands of the role.

Becoming a Governor

This guidance is particularly directed at parents and staff members who are thinking of becoming a governor. Hopefully this provides you with a good overview, the commitment required and the expectations of the role. If after reading this you would like to find out any more information please contact the chair of governors, Michelle Venezia by contacting the school office.

The Role of the Governing Body

The governing body is responsible for the conduct of the school and must promote high standards of educational achievement at the school. In all types of schools, governing bodies should have a strong focus on three core strategic functions:

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

In order to do this, governors need to gain knowledge of how their school operates through attending meetings, reading school documentation, analysing data and engaging in regular visits to the school.

The role of the governing body is one of oversight and it is not involved in the day to day management of the school. The headteacher role includes the educational performance of the school and operational responsibility lies with them.

Different governing bodies operate in different ways, but governors will be expected to do far more than merely attend meetings. Effective governors attend the school regularly to see and understand how the school operates. They undertake governor visits for a particular purpose and produce reports for their governor colleagues. Governors will be expected to receive and understand reports from the headteacher and senior leaders so that they can question, challenge and support, thereby improving the quality of the whole educational provision.

The governing body operates a code of conduct which sets an ethos of professionalism and high expectations of governors. You will be provided with this as part of your induction into the school and will be expected to work within it, since a governing body operates as a corporate entity with corporate responsibility.

Skills and Experience

Governing bodies rely on a range of skills and experiences. You will need a strong commitment to the role, the inquisitiveness to question and analyse, and the willingness to learn. Good inter-personal skills, a basic level of literacy in English, and sufficient numeracy skills to understand basic data are essential.

In addition to the skills outlined above we are particularly looking for governors with human resources, financial management or a background in education.

What is equally important to us is that you have a willingness to learn and undertake whatever training or development activity is needed to fill any gaps in the skills you have to contribute to effective governance.

Training and Support

The governing body is committed to developing the skills and experience of governors to promote success in the role. As a new governor you will attend induction training and a programme of further training to help you fulfil the role.