



Holme on Spalding Moor Primary School

Headteacher: Mr Steve Woodhouse

Chair of Governors: Mr Chris Lemming

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17th September 2018

Dear Parent / Legal Guardian

The Governing Body has a vacancy for **one** parent governor and invites self-nominations to the position.

There is some information about the scope of the role below, but I would strongly recommend you visit the Governors' page on the school website. This gives a comprehensive account of the role and stresses how people are chosen from differing parts of the school and local communities to make collective decisions in the best interest of the school: governors are individual members of a body, not representatives of a section of the community. (www.holmeprimary.co.uk)

About the Governing Body

School governors make collective decisions as part of the governing body whose primary function is to help raise the educational standards and performance of a school by supporting the work of the headteacher and staff. Governors make important decisions on how a school will be run. Some of the things expected of governors include:

- Promoting high standards of achievement
- Planning the school's long term future
- Setting the school's aims, values and ethos
- Budgetary allocation and control
- Appointing senior staff

Our Governing Body is made up of four types of governors – parent governors, staff governors, local authority governors and community governors – all governors are equal. Once elected the term of office is four years.

Governing Body meetings

The full Governing Body meets at least once a term – more often if issues require it. Committees also meet at least once a term. Meetings are held at the school, usually in the evening. Attending meetings is an important part of being a governor and every effort should be made to attend so you should consider the commitment before nominating yourself. You will also need to consider any paperwork issued in advance of the meeting.

The election process

Attached to this letter is a nomination form. If you want to be a candidate in the election for the parent governor vacancy you should complete the form (including the election statement - please indicate what you feel you can contribute to the governing body, as well as a little about yourself) and sign and date it. You then need to ask two other parents to sign and date the form in support of your nomination. The completed form should be returned to the school office no later than **12 noon on Tuesday 25th September 2018**

Once this date has passed if only **one** form has been received, subject to the normal DBS checks, this parent will be considered elected unopposed. If more than **one** form is received a ballot will be held.

If required, ballot papers will be issued **Thursday 27th September 2018** to each parent via pupil post. These will be accompanied by your 200-word election statement and details of how, and by when, the ballot papers should be returned. When the ballot closes (**12 noon on Wednesday 3rd October**) an existing governor and the Head will count the ballot papers. All candidates are welcome to attend the count. The candidate with the most votes will be elected subject to a successful Disclosure and Barring Service check.

More information

Please contact myself or the Headteacher (via the school office,) if you would like an informal discussion about being a governor. An active, diverse and well-informed governing body is vital to the continued success of the school.

The most important characteristic for a person standing as a governor is the desire to support the school and see standards raised. However, it would also be helpful to have someone with Premises Maintenance or IT skills

Yours sincerely,



Chris Lemming
Chair of Governors

H.O.S.M. Primary School - Parent Governor Nomination Form

Please return by **12 noon on Tuesday 25th September 2018**

<p>Nominee Name:</p> <p>I nominate myself for the position of parent governor at Holme-on-Spalding Moor Primary School. I have read the information about who can serve as a school governor and confirm that I am eligible to stand:</p> <p>Signed: _____ Date _____</p>	<p>Your head and shoulders photo</p>
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Election statement

The following statement will be issued with the ballot papers if there are more candidates than vacancies. Maximum word count – 200 words.

Supporting parents

We the undersigned, being parents of children at Holme-on-Spalding Moor Primary School, support the above candidate's nomination to be a parent governor.

Name:

Name:

Signed:

Signed:

Date:

Date:

Who can serve as a school governor?

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

- are at any time during their period of office detained under the Mental Health Act 1983;
- have failed to attend the governing body meetings for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This provision does not apply to the Headteacher;
- are bankrupt;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 429 (2) of the Insolvency Act 1986;
- If he is subject to a disqualification order or disqualification undertaking under the Company Directors 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 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body;
- are included in the list of teachers or workers prohibited or restricted from working with children or young people;
- are disqualified from working with children;
- are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor;
- have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- have at any time received a prison sentence of 5 years or more;
- have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor;
- refuse to have a DBS Checkdone by the school. .
- A governor must be over 18 at the time of election.
- A governor may not hold more than one governorship at the same school.