



Lexden Primary School  
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26<sup>th</sup> September 2018

Dear Parents

### PARENT GOVERNOR ELECTION

I am writing 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 governors and there are currently two vacancies.

The governing body, with the Headteacher, has overall responsibility for the running of the school. Governing Bodies have three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Headteacher to account for the educational performance of the school and its pupils
3. 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:

#### Financial oversight

- Financial planning and management ( as part of your current job)
- Experience of procurement and purchasing
- Experience of premises and facilities management

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

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. 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 arrange for the enclosed nomination form to be completed and returned to the school not later than Wednesday 10<sup>th</sup> October 2018. You should 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 sincerely

Mr A Candler  
Headteacher

#### *Data Privacy Notice*

*Lexden Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DfE, the LA or other third parties where the law requires us to do so. Our full online privacy notice can be found at [www.lexden.essex.sch.uk](http://www.lexden.essex.sch.uk)*



*Lexden Primary School with Unit for Hearing Impaired Pupils and Nursery*

**NOMINATION FORM FOR THE ELECTION OF PARENT GOVERNOR**

<b>Name of Nominee</b>	
<b>Address</b>	
<b>Telephone</b>	

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 under the School Governance Regulations.

<b>Signature</b>	<b>Date</b>
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The nominee may set out overleaf information about him/herself to go out with the ballot papers. Please limit this information to 250 words.

**Completed nomination forms must be returned to the school by  
Wednesday 10<sup>th</sup> October 2018**

**Brief biographical details**

*Maximum 250 words*

## **Qualifications to serve as a governor as per the SGCR 2012**

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 any body
- 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