

Dear Parent

**RE: ELECTION OF PARENT GOVERNORS**

There are four vacancies for parent governors on the school's Governing Body. If you would like to stand for election please read the enclosed information sheet – *Could you become a Parent Governor?* (**PG1(b)**)- and complete and return the attached nomination form to the school office by **12.00 noon** on **12 October 2012**. Another parent of a child at the school must sign the form in support of your nomination.

If you are successfully elected/appointed to become a parent governor you will be required to undergo a List 99 pre-appointment check prior to your appointment being confirmed. You may also be requested to undertake a CRB check.

Pre-appointment checks will be made on all volunteers who seek appointment to school governor positions. Any new, re-appointed or serving governor whose activities or actions provide 'cause for concern' can be asked to apply to the CRB for a Standard Disclosure.

Check that you are eligible by reading the enclosed Declaration of Eligibility Form.

The Declaration of Eligibility form requires two signatures from yourself, one in Section A and one in Section C. By signing the form you will have agreed that you have read the declaration and have agreed to a List 99 check. Section D is for verifying proof of identity. Only the reasons stated on the eligibility form determine your suitability to become a Governor. Minor offences, not listed on the eligibility form, may not necessarily affect your eligibility to become a school Governor.

**A person is disqualified from election or appointment as a parent governor if they are an elected member of the LA or if they work at the school for more than 500 hours in any consecutive 12 month period (at the time of election or appointment).**

The LA will confirm new appointments once this check has been completed and send out welcome packs to new Governors.

Please give brief details about yourself (**not more than 100 words**) on the nomination form. If an election is needed these details will be copied and sent to the other parents at the school with the ballot papers on 15 October 2012. (**Please note that the 100 word limit will be strictly enforced and that any words in excess of 100 will be deleted**).

If the number of nominations is the same as or smaller than the number of positions to be filled, then the people nominated will be deemed elected unopposed. If there are not enough nominations, the Governing Body has the power to appoint parent Governors to fill the vacancies.

Only parents of children registered at the school are entitled to stand or vote in the election. **Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy.** The ballot will be secret and you will be notified of the result as soon as possible afterwards.

The Governing Body works together as a group. If you are thinking of standing as a governor, remember that you will need to attend a minimum of three meetings a year, plus committee meetings during the term. The Governing Body sets the term of office for all governors and the start date of the appointment will be from the date of election. If you are elected you may serve out your term of office even if your child leaves the school before your term of office finishes. You can, however, resign from the Governing Body at any time.

If you would like to be nominated to be a parent governor, you need to:

- a) check that you are eligible by reading the enclosed Declaration of Eligibility Form and sign the declaration, and return;
- b) complete the nomination form enclosed, and return;
- c) have your nomination seconded by a parent who is eligible to vote in the election;
- d) include a few details about yourself and why you would like to become a governor, **not** exceeding 100 words (on the Nomination Form);
- e) each nomination must be received at the school by **12.00 noon on 12 October 2012**.

It may be delivered by hand, sent with your child, or by first class post, and should be sealed in an envelope marked 'Nomination for Parent Governor' and addressed to the Headteacher.

If you have any questions about whether or not you are eligible to stand or vote in the election or about anything else contained within this letter, please do not hesitate to contact me.

Yours sincerely

**D G HOLDEN**  
**Headteacher**

***Encs***

- Information Sheet (**PG1b**)
- Declaration of Eligibility Form (**PG1c**)

<b>PG1(b)</b>
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- Nomination Form (**PG1d**)

## **COULD YOU BECOME A PARENT GOVERNOR?**

A Parent Governor believes parents should have a say in matters affecting their children's education and has:

- ❖ An interest in all the children's future
- ❖ A desire to make a difference
- ❖ A willingness to accept responsibility
- ❖ An ability to work in a team and is happy to ask questions, listen and learn

### **and will:**

- ❖ Visit and get to know the school and the people in it
- ❖ Work in partnership with the Headteacher to raise standards

**A parent Governor is a representative not a parent delegate. A parent governor does not have to vote in a particular way because they have been asked to do so by parents. Parent governors represent and are elected by other parents.**

### **Parent Governors:**

- ❖ Help to decide the priorities for improving the school
- ❖ Will listen as well as they can to parents' opinions and take account of them as they contribute to governors' decisions
- ❖ Work co-operatively with other governors in the best interest of the school
- ❖ Attend the meetings of the Governing Body and its Committees
- ❖ Promote the interest of the school in the wider community
- ❖ Have an equal right to participate and to state their views whilst respecting the views of others
- ❖ Are loyal to the decisions made by the Governing Body
- ❖ Respect the confidentiality of those items of business that have been designated as confidential and do not disclose what individuals have said or how they have voted
- ❖ Withdraw from a decision from which he or she or a partner or close relative stands to gain or where he or she is too involved to be objective
- ❖ Have regard to the broader responsibilities as a governor of a public institution in regard to promoting a public accountability for the actions and performance of the Governing Body
- ❖ Participate in training.

## **Declaration of Eligibility to Service as a School Governor**

### **QUALIFICATIONS AND DISQUALIFICATIONS**

- A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

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

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order or an interim debt relief restriction order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
  - i) a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - ii) a disqualification order under Part 2 of the [Companies \(Northern Ireland\) Order 1989](#)
  - iii) a disqualification undertaking accepted under the [Company Directors Disqualification \(Northern Ireland\) Order 2002](#)
  - iv) an order made under Section 492(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 the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under [Section 34 of the Charities and Trustees Investment \(Scotland\) Act 2005](#) from participating 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 registration for childminding 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 three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- 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;
- refuses to allow an application to the Criminal Records Bureau for a criminal records certificate.

All school governors must have a Barred List check (except school staff governors who already have a CRB check) when they are appointed and again if reappointed. If a CRB check has been carried out in the last three months please send Governor Support a photocopy, if the CRB or Barred List check is more than three months old, you will still need a new Barred List check.

- Please complete sections A, B and C.
- Please provide two proofs of identity (e.g. Passport/Driving Licence/Utility Bill/Bankers Card) to the Headteacher or Clerk to Governor who will complete and sign Section D
- The School should then return the completed form promptly to Governor Support Service, Children & Younger Adults Dept, County Hall. Matlock, Derbyshire, DE4 3AG

<b><u>SECTION A</u></b>	
<i>Having read and understood the disqualification criteria as listed, I declare that I am not disqualified from serving on a School Governing Body. If I become disqualified I will give notice of the fact to the Clerk of the Governing Body.</i>	
<b>Signed:</b>	<b>Signature:</b> .....

<b><u>SECTION B</u></b>	
<b>Title:</b>	.....
<b>Name:</b>	.....
<b>Home Address:</b>	..... .....
<b>Email Address:</b>	.....
<b>School:</b>	.....
<b>Category of Governor:</b>	.....
<b>Date of Appointment:</b> (Most recent)	.....

<b><u>SECTION C</u></b>  <b>Barred List Agreement:</b>	<b>Signature:</b> .....
	<b>Date of Birth:</b> .....
	<b>All previous names used:</b> ..... ..... (Maiden Name/Changed by Deedpoll etc)

<b><u>SECTION D</u></b>	<b>Please indicate the nature of the proof seen:</b>
<b>Proof of Identity</b>	(1) .....
<b>Two Forms Required</b>	(2) .....
<b>Counter Signed by Headteacher or Clerk to Governors:</b>	<b>Signature:</b> .....

**ELECTION OF PARENT GOVERNOR(S)**

**NOMINATION FORM**

**SCHOOL:** .....

**NAME:** .....  
(Mr/Mrs/Miss/Ms)

**ADDRESS:** .....  
.....  
.....

I have a child at the school and do not work at the school for more than 500 hours in any 12 month period and hereby nominate myself for election as a parent Governor of the school. I understand that if elected I will have to undergo a pre-appointment check. A personal statement (**100 words maximum**) for inclusion in the voting paper is given overleaf.

**SIGNED:** .....

**SECONDED\* BY: NAME:** .....  
(Mr/Mrs/Miss/Ms)

**ADDRESS:** .....  
.....  
.....

**SIGNATURE:** .....

**\*The seconder must be a parent of a pupil at the school.**

**PERSONAL STATEMENT:**

**(100 words maximum - any words in excess of 100 will be deleted)**

Your completed nomination form must be returned to the school office by:

**Date:** 12 October 2012

**Time:** 12.00 noon