



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

07/10/19

Dear Parents/Carers

Norwood Primary School Election of Parent Governors

The governing body has a parent governor vacancy. We are writing to you to ask if you would be interested in becoming a school governor.

Governors are responsible for ensuring the strategic direction of the school, its performance and the use of resources to support learning. They help to ensure that our school provides the best education it can for children, parents and our local community.

Our parent governors are very valuable members of the governing body and we rely on them to help us to give a parent's view. They are on the governing body as representative parents, but they are not delegates and other parents cannot mandate them on how they should vote.

Governors do not need to be experts to tackle the range of responsibilities expected of them. Help, advice and training are available from various sources. If you are interested in being part of the team and have time to commit to this role we would like you to consider becoming a parent governor. If you would like more information please contact the school and we can put you in touch with a member of our governing body for an informal chat. There are five governor meetings per year and these are held during the day on Mondays (9.30am – 5.30pm). At present, we are looking for skills in the following areas however, this is not essential and training is provided for all new governors:

- Property/estate management
- Change management/organisational restructuring
- Experience in external oversight

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can self-nominate, stand for election and can vote in the election. A parent who works for the school for 500 hours or more or a parent who is an elected member of the local authority is not eligible to stand for election but they are permitted to vote. If insufficient parents stand for election the governing body can appoint nominated parents to the governing body. The term of office for a parent governor is four years.

All nominations should be sent to Kirsty Nightingale who is the Clerk to Governors at kirsty.nightingale@norwoodschool.co.uk or handed fully completed in to the school office by **3.15pm on Friday 18th October 2019**. We also need a few words about the candidate and why they would like to be a governor. If you would like extra copies of the nomination forms please contact the Clerk or the school office. **Submissions must be made in full by the deadline (including supporting signatures).**

On **30th October**, we will inform parents about the details of parent governor nominations. If an election is necessary we will send ballot forms by email to parents with the names of the candidates and their details. The ballot is secret and you can send or post the ballot paper back to the school ensuring you mark the envelope for the attention of The Clerk to Governors. The ballot paper can be placed in the ballot box outside the school office. All votes must be in by **3.15pm on Monday 11th November 2019** when they will be counted.

A copy of the rules guiding the election of parent governors and further copies of the nomination form can be obtained from the Clerk or the school office. If you require a copy of this letter in a language other than English or in large print format please contact the school.

Yours sincerely

Deborah Reynolds
Head Teacher



Self-Nomination Form

Election for a Parent Governor for Norwood Primary School

Name:

Child(ren) in Year(s):

Email address:

I am willing and eligible to stand for election as a parent governor at Norwood Primary School

Name of Candidate:	
Signature:	
Date:	

The nomination must be supported by two parents of the school.

Signed (Proposer) Print name.....

..... (Seconded) Print name.....

Please set out below why you would like to become a school governor (in not more than 200 words). You can include details or relevant experience such as involvement in the local community, experience within an educational setting or in business. Continue overleaf if required.



Application and Pre-Appointment Check Form

DECLARATION OF ELIGIBILITY AS A SCHOOL GOVERNOR

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 of a school if, in summary, that person:

- is employed at the school for more than 500 hours in any 12 consecutive months;
- is an elected member of the Local Authority.

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

- is a registered pupil at the school;
- has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
- has been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification 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 for which he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or
- has 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;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;



- 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 been convicted of any offence and 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 been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has been convicted of an offence and sentenced to a fine 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;
- 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.

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

Signature_____

Date_____

