



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

Tuesday 23rd June 2020

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

In our school we have provision for one parent governor and there is currently one (1) vacancy. We are therefore seeking nominations for a parent governor.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- 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 board's work. However, we would particularly welcome nominations from parents with the following skills; Legal and compliance, Data and finance.

Training is available free of charge for all governors and this governing board 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. Please note that parents/carers who have paid employment in the school for 500 or more hours per academic year, or who are elected members of the Local Authority, are not eligible to stand in these elections.

Nominations must be from parents or carers with children at the school.

If you would like to stand for election please complete the attached nomination form and return it to the school no later than **1st July 2020**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words.

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 faithfully,

Mrs L Andrews
Chair of Governors

Maintained schools: Qualifications and disqualifications to serve 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 election or appointment as a parent governor if s/he:

- is employed at the school for more than 500 hours in 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 board meetings at the school without the consent of the governing board, for a continuous period of six months;
- has been disqualified for failing to attend governing board meetings at the school without the consent of the governing board, 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 premises) during the 5 years prior to or since appointment or election as a governor;
- has refused a request by the clerk to the governing board to make an application for a Disclosure and Barring Service (DBS) certificate.

A Governor's Role

All governing boards in maintained schools have parent governors. Full details of the role and responsibilities of governors are described in the "Governance Handbook" published by the Department for Education, and available online at <https://www.gov.uk/government/publications/governance-handbook>

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can stand for election, subject to certain restrictions, and can vote in the election. A parent who works at the school for 500 hours or more per year 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 board can appoint parents to the governing board. The term of office for a parent governor is 4 years. A governor can stand down at any time.

Why become a parent governor?

Parents who have a child at the school and who take an active interest in the education of **all children at the school** should consider becoming a parent governor. They should not take on this role to follow up a particular concern about the education of an individual child.

Parents may have a skill or area of expertise which can be useful to the governing board. Currently, the governing board are particularly keen to welcome new governors with an expertise in Human Resources and Policy Review.

It is useful for prospective parent governors to talk to other parent governors to find out what they think about the role and what is really involved before deciding whether to put forward a nomination. Questions could be "What have you found challenging?", "What have you found rewarding?"

What will parent governors have to do?

- Take an active interest in education
- Give time to find out about the school
- Give time to learn about the role by attending induction training
- Abide by the Code of Conduct and confidentiality Undergo pre-appointment checks and sign a Declaration of Eligibility form
- Complete a register of pecuniary interests
- Attend meetings throughout the year. At this school, our meetings are currently held on Monday evenings at 6pm. We hold 6 of full board meetings per year.

The Strategic Role

The role of a parent governor is the same as that of a governor from any other category. Some of the ways in which governors work together strategically include:

- Monitoring the school's performance and working to raise standards and promote pupil welfare
- Ensuring that the school is improving the achievement and attainment of all pupils
- Setting the school's priorities for improvement
- Making sure that special needs are properly catered for
- Appointing the headteacher
- Taking part in panel meetings, to make decisions on pupil exclusions, parental complaints and staff pay, discipline and grievance issues
- Monitoring the work-life balance of the staff and headteacher
- Setting the budget
- Helping to formulate policies



- Being accountable to parents by ensuring they have the information to which they are legally entitled
- Ensuring the school has sound self-evaluation processes in place.

Collective Responsibility

All governors have equal status. They act collectively to support the school strategically. They participate in and contribute in shared decisions. Once decisions have been made, even if a governor does not personally agree with these, they must act collectively to support these decisions in a united way.

Critical Friend

The governing board is often described as a “critical friend”. They should support the school but also be prepared to question why decisions have been made and request information about the school to help them in their monitoring role.

The Headteacher’s Operational Role

Parent governors and other categories of governor may become involved in other aspects of school life. They may visit the school to help in various capacities, for example to hear children read. What governors must not do is get involved in operational decisions. The headteacher is responsible for the day to day running of the school.

Sometimes it can be difficult to decide where the strategic role ends and the operational one begins. There is a wealth of information available to governors to help them understand their role, including free training provided locally.

Confidentiality

The role of governor requires diplomacy, adherence to a Code of Conduct, and particularly confidentiality. A parent governor may be involved in discussions of a confidential nature during the course of a governing body meeting and these discussions may concern a particular individual.

Sometimes, governing board decisions need to remain confidential in the shorter or longer term, until such a time as formal announcements are made.

Communicating with parents and representing parents

A parent governor has a duty to communicate concerns and feelings expressed by parents to other members of the governing board. However, a parent governor is not a delegate who attends meetings with instructions on how to vote on any particular issue. A parent governor is a representative parent and should vote on issues at meetings in the best interests of the school and according to his/her own conscience.

Election for Parent Governor at Norwood Primary School

Name:

Children in Year(s):

Why I would like to be a parent governor and what I feel I could contribute to the governing board of Norwood Primary School

(Please provide a brief statement of no more than 250 words, giving autobiographical information and other such information which you feel would inform the electorate. You should not state that you are endorsed or supported by any group or association)

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

Name of Candidate:	
Signature	

Date:

Please return this form to the Headteacher of the school by the date given.

