

5<sup>th</sup> March 2018

Dear Parents and Carers,

## **Election of Parent Governors - Nominations required by Friday 16<sup>th</sup> March 2018**

The Local Governing Body (LGB) of the school has three parent governor vacancies and I am writing today to ask if you would be interested in nominating yourself for one of these positions.

The prime focus of the LGB is to develop the strategic direction of the school, be accountable to stakeholders and to ensure that financial resources are spent appropriately.

Effective governors do not need expertise in education but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support to the headteacher and senior leadership team.

All governors are expected to:

- attend termly (roughly) evening meetings of the LGB
- attend development sessions which are usually once a term
- visit the school formally for monitoring purposes

Governors need to be able to work as an enthusiastic member of the LGB team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and at all times in the best interests of the school.

Governors also have a number of opportunities to access training to develop and enhance their knowledge and skills.

It is important to note that parent governors are elected to bring the experience of that individual as a member of the LGB. Once elected, parent governors are a representative parent but not a delegate. This means they are not expected to report back to parents on any matters relating to the school or LGB without prior consent from the LGB.

Anyone who has parental responsibility for a pupil on the school roll at the time of the election can nominate themselves, stand for election and vote in the election. The term of office for a parent governor is four years.

If you wish to nominate yourself as a parent governor, please first read the attached *Eligibility - Qualifications and Disqualifications Criteria*.

Cont/d

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Headteacher: **Jo Halliday BSc Hons Dip M NPQH**

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Nomination requires that each candidate provide a brief personal statement of up to 200 words in length, covering a little information about the candidate and why they would like to be a governor. Please note, in the event that more nominations are received than there are vacancies a ballot will be held and all personal statements will be shared with parents, to help them decide how to vote.

Nominations should be made online using this [Nomination Form](#).

If you prefer not to use the online form, you can instead complete the nomination form attached to this letter and hand it in to the school office.

**Nominations must be received by the school no later than noon on Friday 16<sup>th</sup> March 2018.**

A copy of the rules guiding the election of parent governors can be downloaded from this link: [Rules and Procedures](#) or you can request a hardcopy from the school office.

Yours sincerely,

Jo Halliday  
Headteacher

**Attachments:**

Eligibility - Qualifications and Disqualifications Criteria  
Nomination Form

## Eligibility - Qualifications and Disqualifications Criteria

Regulation requires that all governors have to be eligible and the criteria is listed below. You must read, understand and confirm your eligibility before becoming a governor.

### **Qualifications and disqualifications to serve as a Parent Governor:**

- A person must be aged 18 or over at the date of their election or appointment.
- No current pupil of the school, or of any school in the Vale Academy Trust, shall be a local governing body member.
- A governor must not also be a clerk to the local governing body at which they are a governor.
- A parent/carer cannot stand for election if they work at the school for more than 500 hours in a twelve month period.
- A person cannot hold more than one governor post at the same school at the same time.
- A person shall be disqualified from holding office or continuing to hold office as a governor if:
  - s/he becomes incapable by reason of illness or injury of managing or administering his/her own affairs;
  - s/he is absent without the permission of the local governing body from all their meetings held within a period of six months, and the governors resolve that his/her office be vacated;
  - s/he has been declared bankrupt and/or his estate has been seized from his/her possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
  - s/he is the subject of a bankruptcy restrictions order or an interim order;
  - s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
  - s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
  - s/he ceases to be a trustee/governor by virtue of any provision in the Companies Act 2006;
  - s/he is disqualified from acting as a trustee/governor by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
  - s/he is otherwise found to be unsuitable by the Secretary of State;
  - s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which (s)he was responsible; or to which (s)he was privy; or which (s)he, by his/her conduct, contributed to or facilitated;
  - s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
  - s/he has not completed an enhanced Disclosure and Barring Service check (organised by the school shortly after someone joins as a governor)

Nomination Form - Election for Parent Governor at King Alfred's Academy

Your Name: \_\_\_\_\_

Name(s) & Year(s) of Child/Children: \_\_\_\_\_

Why I would like to be a parent governor:

Please provide a brief statement of no more than 200 words (continuing on a separate sheet if necessary). Please note, your personal statement will be shared with all parents in the event of an election.

Declaration: I have read and understood the Eligibility – Qualifications and Disqualifications Criteria, and confirm that I am eligible and able to stand for election as a parent governor. I also confirm that I am able to fulfill the role, including attending meetings as required and by contributing to governance work outside formal meetings.

<b>Signature:</b>	
<b>Date:</b>	