

30 September 2015

Dear Parents and Carers,

### **ELECTION FOR PARENT GOVERNORS**

I am writing to invite you to consider standing for election as a Parent Governor, or to nominate another parent to do so. We currently **have 2 parent governor vacancies** to fill. Amarjit Kalsi has sadly resigned as she approaches the end of her term of office. We are extremely grateful to Amarjit for all her contributions as a Parent Governor. We also have an additional vacancy for a parent governor within our new constitution.

Together with the Headteacher, the governing body has overall responsibility for ensuring the school improves each year. With the Headteacher they set the direction of the school and make sure the school is meeting its targets, whilst allowing the Headteacher and teaching professionals to manage the school on a day to day basis. They are involved in many ways including deciding school policies, agreeing & monitoring the school budget, appointing senior staff, reviewing pupil progress reports and School Improvement Plan.

No specific qualifications are needed, the most important things are:

- to have a keen interest in and commitment to the school
- be prepared to play an active part in the Governing Body's work.
- to have patience, energy, enthusiasm and some spare time to commit (although not obliged to, employers are encouraged to allow employees "reasonable time off" to fulfil their duties as a governors.)
- the ability to work in a team
- a willingness to listen, learn and to spend time in school
- a willingness & commitment to undertake training

However, we do need to ensure we have the necessary skills and knowledge within the group to be able to fulfil our roles and responsibilities as a Governing Body. In particular, currently we welcome any interest from parents with a background in the financial sector.

In order to support Governors in their work, the school buys into KCC's Governor training programme, at no charge to the individual, which we encourage and expect our governors to take advantage of.

Governors are elected for a 4 year period although they can resign at any time.

Our full Governing Body (FGB) meets once a term (approx 5 times/year) usually at 6.30pm and, in addition, there are also sub-committees which meet at least termly, these are mostly at 5.30pm or sometimes earlier. In addition to the work done by the FGB, we also have 3 main committees-School Improvement, Pay & Personnel and Resources (Finance & Buildings/Health & Safety). Most Governors serve on one or two committees depending on their area of interest and some Governors also have specific areas of school improvement to monitor.

**If you would like to stand for election, or nominate someone else, please complete the attached form and return it to the School Office by Wednesday 14 October 2015.**

If we have more than two nomination we will have to hold a ballot and will invite nominees to provide short personal statements (max' 150 words) which will be sent to all parents.

Because appointment as a Governor will give access to children there is currently a requirement for Governors to be checked against the DfE list 99, the list of people banned or with restrictions imposed on them from working in schools with children and young people (please see list of disqualifications).

I do hope you will consider standing as a Governor, or nominating another parent. Being a Parent Governor gives you an opportunity to be more closely involved in your child's school. Involvement from Parent Governors is vital in helping the school reflect the views and opinions of parents. If you would like any further information about being a school Governor, please contact either myself or Ann Walker (Chair of Governors) via the Office.

Yours sincerely,

Mrs Green, Headteacher.

**NOMINATION FORM FOR ELECTION OF PARENT GOVERNORS:**

If you wish to stand for election as Parent Governor or nominate someone else please complete this form.

PLEASE RETURN THIS FORM TO THE SCHOOL. BY **NOON ON WEDNESDAY 14<sup>th</sup> OCTOBER 2015**

1) Name of the school : **WROTHAM ROAD PRIMARY SCHOOL**

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election (he or she must be the parent/carer of a child registered at the school named in 1);

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature of person nominated \_\_\_\_\_

Parent /Carer of \_\_\_\_\_ (Name of Child/ren)

Signature of proposer \_\_\_\_\_

Name and address in BLOCK letters of proposer \_\_\_\_\_

\_\_\_\_\_

Parent/Carer of: \_\_\_\_\_ (Name of Child/ren)

Signature of seconder \_\_\_\_\_

Name and address in BLOCK letters of seconder \_\_\_\_\_

\_\_\_\_\_

Parent/Carer of \_\_\_\_\_ (Name of Child/ren)

We would ask that you include a statement of no more than 100 words to support you application. This will be sent to the parents in the event that we have more applications than positions available and have to hold an election.

Please note:

- (I) Further nomination forms can be obtained from the Headteacher.
- (II) The term “parent” includes guardians, foster parents and any person who has actual custody of a child.
- (III) A person is disqualified from holding or continuing to hold office if that person:
  - Is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
  - Has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
  - A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is:
    - included in the list kept under section 1 of the Protection of Children Act 1999(a) (list of those considered by the Secretary of State as unsuitable to work with children);
    - subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
    - barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c);
    - disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(d);
    - disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care;
    - Disqualified from registration under Part 3 of the Childcare Act 2006(f).
  - The nominee has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed for a period of not less than three months without the option of a fine.
  - The nominee has been convicted of any offence and a sentence of imprisonment has been imposed on for a period of not less than two and a half years within 20 years preceding the date of appointment
  - The nominee has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.
  - A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997(c) for a criminal records certificate.

**Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.**