

October 2015

Dear Parent,

### **ELECTION OF PARENT GOVERNORS: NOMINATIONS**

There are currently vacancies for governors to serve on the governing body of this academy. We are very keen to encourage parents (or people with parental responsibility) of registered students to nominate themselves to fill these places. Details of what you will need to do to be nominated are given on the reverse of this letter.

Parent governors are elected by parents and are vital to our governing body. In addition the Members of the Academy Trust can appoint governors to bring further skills or experience to the board. They all share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school. You do not have to be an expert on education to be a school governor; your role would be to bring your perspective to the running of the governing body and the school. We value the experience that all governors bring to the role.

If you join our governing body, you will serve for a four year term and you can continue to the end of the term of office even if your child/children leave the school. Being a governor does take up time. There are **six** governing body meetings each year, and governors usually serve on a committee or committees, which meet once a term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school, undertaking training and updating.

To find out more about what being a governor at this school is like; you can contact Mary Macey-Brown, Clerk to the Governors who will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the attached sheet to me by **Monday 19<sup>th</sup> October 2015**. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Large', written in a cursive style.

Michael Large  
Chair of governors

### **Who can be a parent governor?**

All those who have parental responsibility and are over the age of 18 are eligible to stand for election, including parents who work at the school provided that they work for less than 500 hours per year when they are elected.

“Parent” is defined as including “any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18”. It includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. This must be someone involved in the full-time care of the child on a settled basis.

There are some circumstances that disqualify an individual from serving as a school governor, please read the list of disqualifications (second page of form PG/2)

### **How to nominate yourself**

If you would like to put your name forward, complete the nomination form and write a brief personal statement (50 words maximum) to support your nomination. The statements of all candidates will be typed in a standard format and circulated to all parents with ballot papers.

- If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.
- If there are more nominations than vacancies, an election will take place.

# **NOMINATION FORM**

**Election for a parent governor for The Corsham School**

**Name:** .....

**Address:** .....

**Children in Year(s):** .....

**Why I would like to be a parent governor:**

**I have read the list of disqualifications (overleaf) and am willing and eligible to stand for election as a parent governor at The Corsham School**

**Full name:**

**Signed:** .....

**Date:**

## QUALIFICATIONS AND DISQUALIFICATIONS

Schedule 4 (regulation 17) of the Constitution Regulations covers the qualifications and disqualifications of governors.

A governor must be aged 18 or over at the time of his or her 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:

- has failed to attend the meetings of the governing body of the school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to foundation governors appointed by virtue of their office. (NB: a foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified);
- 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 order 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 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 being concerned in the management or control of any body;
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- is barred from any regulated activity relating to children;
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- is disqualified from working with children or from registering for child-minding or providing day care;
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- has been sentenced to three months or more in prison (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 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 a request by the clerk to make an application to the Disclosure and Barring Service (DBS) for a criminal records check.

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