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Headteacher: Mrs J Hadlow
A Colfe's Associate School

9th November 2020

Dear Parent or Carer

PARENT GOVERNOR ELECTION

There is a vacancy for a **parent governor** on our school's governing body and I am writing to invite nominations to fill this vacancy. Please think about becoming a governor, or encouraging others to volunteer.

Parent governors are welcomed as valued members of the governor team and play an important role; the governing body works together as a group, meeting at least once every half term. Together they are responsible for the strategic direction of the school, promoting high standards of educational achievement and ensuring our resources are used to maximum impact. Life as a governor is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

Becoming a governor is very rewarding and worthwhile experience. Effective governors do not need educational expertise but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

They also need to be able to work as an enthusiastic member of the governing body 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 act at all times in the best interests of the school.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training, those new to being a governor are expected to attend induction training, both at the school and with the local authority. There is an extensive Governor training package provided by the local authority.

The term of office for parent governors is four years.

There will be an online zoom briefing with the headteacher, Mrs J Hadlow on **Wednesday 11th November 2020 at 5.00pm**. for any parent or carer interested in becoming a Parent Governor. It will be an opportunity for find out about being a Parent Governor and may help you to decide whether to make an application for the role of Parent Governor.

Your school, Your time, Your future

For further information about the role and should you wish to take part in the briefing on 11th November please get in touch with Mrs J Clarke on the school telephone number who will be happy to help and can then send you the link.

If you would like to stand for election, **please complete and sign the enclosed nomination form and return to the school office no later than 12 noon on Monday 16th November 2020.**

If you wish you can **include a few details about yourself** and why you would like to become a governor (not exceeding 100 words). This will then be circulated to all parents to help them decided who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.

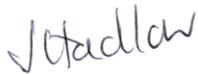
An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure will be sent to all parents.

Nominations must be from parents or carers with children at the school on the day that nominations close.

The enclosed sheet summarises the disqualification criteria to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason.

Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

Yours sincerely



Mrs J. Hadlow
Headteacher

ENCLOSE

- 1. ROLE OF THE PARENT GOVERNOR LEAFLET**
- 2. DISQUALIFICATION CRITERIA**



NOMINATION FORM

Election for a parent governor at Conisborough College.

Full name (Parent/Carer):

Children in year(s):

Pen Portrait (maximum 100 words) *

I wish to serve as a Parent Governor and to be a candidate if an election is necessary. I have read the rules regarding the eligibility to become a governor which I received with the nomination form and I confirm that I am eligible to serve as a School Governor.

Signed:

Date:

Please return this form via email to Mrs J Clarke at jclarke@conisboroughcollege.co.uk or hand in to Reception Office no later than 12 noon on **Monday 16th November 2020**.

* If you wish you can include a few details about yourself and why you would like to become a governor (not exceeding 100 words). This will then be circulated to all parents to help them decided who to vote for if an election is required. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election.



THE ROLE OF PARENT GOVERNORS

Parent governors are elected by the parent body to represent them on the governing body. They share the views and where, appropriate, the concerns of parents with the governing body and act as a conduit between parents and the governing body.

Parent governors are not delegates and are not obliged to get voting instructions on matters to be decided, nor to vote in accordance with the parent body's views.

It is important that parent governors can give a fair and accurate representation of parental opinion on matters of importance. They vote, however, according to their own conscience and with the well-being of the school foremost in mind.

In all other respects, parent governors have the same role as every other governor, i.e. together with other members of the governing body, they

- are responsible for the strategic management of the school
- oversee the school's aims, values and ethos
- promote high standards of educational attainment
- set targets for pupil achievement
- ensure compliance with the national curriculum
- take general responsibility for the conduct of the school
- manage the school's budget, including deciding how many staff will work there and their pay
- participate in the appointment of the leadership group
- regulate school conduct and discipline.

Like other governors, parent governors do not have the power to take action on behalf of the governing body unless they have been asked to do so by the governing body.

Most governing bodies keep confidential items to a minimum. However, all governors need to bear in mind that indiscreet talk about what has been said at a governing body meeting can cause problems, and care needs to be taken when reporting back to the parent body on the outcome of meetings.

In general, just like all governors, parent governors should make sure that they never discuss individual children or adults outside the governing body if they have gained information about them as a result of being a governor.

Parent governors should be accessible to other parents and many governing bodies have arrangements in place ranging from parent governors' surgeries to notice boards and newsletters. Care must, however, be taken if they are approached by another parent with a complaint about the school, in which case the parent concerned should be referred to the school's complaints policy.

Disqualification Criteria¹

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

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had his or her estate 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
- 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 participating 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;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for child-minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;

¹ For source see here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The_Constituti_on_of_Governing_Bodies_of_Maintained_Schools_Stat_Guidance....pdf

- has received a prison sentence of two-and-a-half 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 to allow an application to the Disclosure and Barring Service (DBS) for a DBS check.